

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant III (SG-12) position from the Research and Development Division (RDD) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant III (Contract of Service)	Item No.:	RDD-GAA-11
		Salary Grade:	SG-12
Place of Assignment:	DOST-PTRI GAA Research and Development Division - (RDD)	Salary Rate:	PHP 38,694.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved workplan.
2. Proofread and accomplish all incoming project-related documents.
3. Facilitate and review all the project legal documents including but not limited to a Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Terms of Reference (TOR), Contract of Service, Joint Research Undertaking, and open laboratory contracts
4. Monitor and facilitate all the scheduled GAA monthly, quarterly, and semestral reports and meetings
5. Monitor and record the scheduled meetings, events, and travel of OIC, RDD
6. Facilitate all institutional hiring Contract of Service personnel.
7. Prepare and monitor the documents in compliance with ISO 9001:2015.
8. Manage and release the outgoing and incoming project documents
9. Check all COS salary documents and Weekly Progress Reports.
10. Facilitate the Project Management Review (PMR) meetings at the end of the month
11. Participate in division/ section/ team/ group/ project discussions.
12. Perform 5S and maintain the office area
13. Submission of weekly progress report every last working day of the week.
14. Perform other tasks and assignments related to the program/project based on the approved work plan.

Minimum Qualifications:

Education:	Bachelors Degree
Experience:	None required
Related Training:	None required
Eligibility:	CS Professional (Second Level Eligibility)

Preferred Qualifications:

Education:	Bachelors Degree
Experience:	Preferably with experience in Project and Financial Management
Related Training:	None required
Eligibility:	CS Professional (Second Level Eligibility)

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **27 December 2024**:

Documentary Requirements:

1. Application letter;
2. Comprehensive Resumé;
3. Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph with recent picture 2 pcs. passport size with signature over handwritten name;
4. *Authenticated/certified true copy* of certificate of eligibility/ratings/license;
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested from the PTRI-HRRMS);
8. Photocopy of Training Certificates;
9. NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Please forward all applications to:


Requesting Official:

ROSE MARTHY B. ANGELES

Administrative Officer V
Human Resource and Records Management Section
Finance and Administrative Division
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 314, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Telephone No. 8372071-82 local 2373, 8837-0744

Sgd JULIUS L. LEAÑO, JR.

Director IV

<p>Direct link: https://tinyurl.com/RDD-GAA-11</p> <p align="center">or Scan the QR Code:</p>	
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The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employees/applicants on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. PTRI has the following available facilities like: 1. Elevator and ramp are available for PWD; 2. Construction of rest rooms for SOGI; and 3. Provision of LCD projector and screen for visually and hearing-impaired persons.

DATE POSTED: 23-Dec-24