

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

**NOTICE OF VACANCY**

A notice is hereby given that the Project Administrative Assistant II (SG-11) position from the Research and Development Division (RDD) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative Assistant II (Contract of Service)</b>	Item No.:	<b>RDD-GAA-12</b>
		Salary Grade:	<b>SG-11</b>
Place of Assignment:	<b>DOST-PTRI GAA Research and Development Division - (RDD)</b>	Salary Rate:	<b>PHP 36,029.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Implement and conduct project administrative management activities and secretarial functions of the Biomedical Textile R&D Program according to the approved workplan.
2. Input and monitor financial and project fund utilization per the RDD Secretariat Monitoring Sheet.
3. Submission of monthly, quarterly, terminal project financial reports and other necessary attachments in accordance with DOST-GAA formats within the prescribed timeline
4. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline
5. Facilitate communication with suppliers and act as a liaison officer of the project
6. Prepare and facilitate the processing of payrolls of salaries and benefits for COS and JO personnel
7. Monitor the processing of payment of salaries and benefits, and provide updates to Project Leaders and employees.
8. Retrieve, manage, release, and control project incoming and outgoing documents within the prescribed deadline
9. Facilitate and monitor cash advances are liquidated within the prescribed deadline
10. Perform 5S and maintain the office area.
11. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project.
12. Conduct monthly/quarterly inventory of supplies and materials procured by the project
13. Keep and update a digital and hard copy of all project-related documents
14. Present monthly progress report.
15. Submission of weekly reports per the prescribed format on every last day of the workweek
16. Attend meetings as may be required by the Project Leader, the Research and Development Division (RDD), the PTRI, and the funding agency.
17. Perform other tasks and assignments related to the program/project based on the approved work plan

**Minimum Qualifications:**

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

**Preferred Qualifications:**

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

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](http://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: <a href="https://tinyurl.com/RDD-GAA-12">https://tinyurl.com/RDD-GAA-12</a></p> <p align="center">or Scan the QR Code:</p>	
--	---

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 SOG; and 3. Provision of LCD projector and screen for visually and hearing-impaired persons.

DATE POSTED: 23-Dec-24