

**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 is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant II (Contract of Service)	Item No.:	RDD-GAA-17
		Salary Grade:	SG-11
Place of Assignment:	DOST-PTRI GAA FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Establishment of Natural Dye Hub	Salary Rate:	PHP 36,029.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved work plan;
2. Facilitate communication with suppliers and act as a liaison officer of the project;
3. Input and monitor financial and project fund utilization in accordance with the RDD Secretariat Monitoring Sheet;
4. Submission of monthly, quarterly, terminal project financial reports and other necessary attachments in accordance with DOST-GAA formats within the prescribed timeline;
5. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline;
6. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
7. Retrieve, manage, release, and control project incoming and outgoing documents within the prescribed deadline;
8. Keep and update a digital and hard copy of all project-related documents;
9. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project;
10. Conduct monthly/quarterly inventory of supplies and materials procured by the project;
11. Perform 5S and maintain office area; and,
12. Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	CS Professional (Second Level Eligibility)

Preferred Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	One (1) year of relevant experience
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 **29 Dec 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

Direct link:

<https://tinyurl.com/RDD-GAA-17>

or Scan the QR Code:



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: 26-Dec-24