

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 Section 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-22
		Salary Grade:	SG-11
Place of Assignment:	FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Establishment of Natural Textile Fiber Innovation Hub	Salary Rate:	PHP 36,029.00 /month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved workplan
2. Input and monitor financial and project fund utilization in accordance with 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. Submission of weekly reports in accordance with the prescribed format on every last day of the workweek
5. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline
6. Facilitate communication with suppliers and act as a liaison officer of the project
7. Collect and validate HRMIS/DTR entries with corresponding attachments for Contract of Service (CoS)/Job Order (JO) personnel.
8. Prepare and facilitate the processing of payrolls of salaries and benefits for COS and JO personnel.
9. Monitor the processing of payment of salaries and benefits, and provide updates to Project Leaders and employees.
10. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project.
11. Retrieve, manage, release, and control project incoming and outgoing documents within the prescribed deadline
12. Facilitate and monitor cash advances are liquidated within the prescribed deadline
 1. Conduct monthly/quarterly inventory of supplies and materials procured by the project
 2. Keep and update a digital and hard copy of all project-related documents
 3. Perform 5S and maintain office area
 4. Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	CS Professional (Second Level Eligibility)

Preferred Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	with at least three (3) months of experience in Project Financial Management
Related Training:	None required
Eligibility:	Career Service (Sub-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 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
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:

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

Requesting Official:

sgd
JULIUS L. LEANO, JR.
Director IV

<p>Direct link: https://tinyurl.com/RDD-GAA-22</p> <p>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 SOGI; and 3. Provision of LCD projector and screen for visually and hearing-impaired persons.

DATE POSTED: 26-Dec-24