

**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:	<b>Project Administrative Assistant III (Contract of Service)</b>	Item No.:	<b>RDD-GAA-37</b>
		Salary Grade:	<b>SG-12</b>
Place of Assignment:	<b>DOST-PTRI GAA SILK: Integrating the Regional Silk Value Chain to Enable Compliance to the Philippine Tropical Fabrics Law (RA 9242) and Enabling the Local Creative Textile Industry - Research and Development Division - (RDD)</b>	Salary Rate:	<b>PHP 38,694.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Monitor activities of the SEDA Pilipinas Project's assigned financial and reportorial documentation, such as but not limited to coordination of the financial transactions and procurement activities, filling out reports, formatting and editing letters, and filing records;
2. Attend to regional staff with immediate concerns, route and compile reports and documents, finalize minutes of meetings (Internal), reroute calls to appropriate people and help organize office activities, and prepare payrolls for the Philippine Silk Project;
3. 3. Facilitate preparations of legal documents including but not limited to Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Terms of Reference (TOR), Joint Research Undertaking (JRU) and Contract of Service (COS), and editing of letters and communications;
4. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project;
5. Input and monitor financial and project fund utilization by the RDD Secretariat Monitoring Sheet;
6. Retrieve, manage, release, and control project incoming and outgoing documents within the prescribed deadline;
7. Facilitate and monitor cash advances are liquidated within the prescribed deadline ;
8. Keep and update a digital and hard copy of all project-related documents;
9. Facilitate the preparation of pre and post-travel documents;
10. Facilitate custody of project documents and files;
11. 11. Attend meetings as may be required by the project leader, the Research and Development Division (RDD) of the Philippine Textile Research Institute (PTRI);
12. Submission of weekly progress report every last working day of the week;
13. Other tasks and assignments related to the program/project may be assigned.

**Minimum Qualifications:**

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

**Preferred Qualifications:**

Education:	<b>Bachelor's degree relevant to the job</b>
Experience:	<b>1 year of relevant experience</b>
Related Training:	<b>4 hours of relevant training</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 **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](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

Direct link:

<https://tinyurl.com/RDD-GAA-37>

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

