

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

**NOTICE OF VACANCY**

A notice is hereby given that the Project Administrative Aide IV (SG-7) 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 Aide IV (Contract of Service)</b>	Item No.:	<b>RDD-GAA-39</b>
		Salary Grade:	<b>SG-7</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-TCMO)</b>	Salary Rate:	<b>PHP 24,132.00/month</b>

**Brief Description of Duties and Responsibilities:**

- 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, filing of reports and records, formatting and editing communications;
  - Facilitate contracts, and salary processing of Contract of Service of the project staff in Visayas and Mindanao;
  - Prepare procurement documents for equipment, supplies, and materials as required by the project;
  - Retrieve, manage, release, and control project incoming and outgoing documents within the prescribed deadline;
  - Facilitate and monitor cash advances are liquidated within the prescribed deadline;
  - Prepare travel liquidation and reports;
  - Keep and update a digital and hard copy of all project-related documents;
  - Facilitate custody of project documents and files;
  - Submission of weekly progress report every last working day of the week;
  - Other tasks and assignments related to the program/project may be assigned.

**Minimum Qualifications:**

Education:	<b>Completion of 2 year studies in college or High School Graduate with relevant vocational/trade course</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>None required</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>None required</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:**

- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy* of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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-39>

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

