

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

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant I (SG-10) position from the Research and Development Division is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant I (Contract of Service)	Item No.:	RDD-GAA-50
		Salary Grade:	SG-10
Place of Assignment:	DOST-PTRI GAA SusTELAbility FIBRECYCL: Facilitating Innovative Bottle Recycling for Eco-friendly Conversion into Yarn for Closed-Loop Production	Salary Rate:	PHP 30,703.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved work plan
2. Facilitate and follow-up contracts, and salary processing of Contract of Service of the project staff
3. Facilitate communication with suppliers and act as a liaison officer of the project
4. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project.
5. Retrieve, manage, release, and control project incoming and outgoing documents within the prescribed deadline
6. Facilitate and monitor cash advances are liquidated within the prescribed deadline
7. Conduct monthly/quarterly inventory of supplies and materials procured by the project
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. Attend meetings as may be required by the project leader, the Research and Development Division (RDD) of the Philippine Textile Research Institute (PTRI)
11. Institute (PTRI)
12. Facilitate custody of project documents and files
13. Submission of weekly progress report every last working day of the week.
14. Other tasks and assignments related to the program/project 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:	at least 1 year experience on Financial Management
Related Training:	4 hours of relevant training
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 **30 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 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
Email address: cosrecruitment.dostptri@gmail.com

Sgd JULIUS L. LEAÑO, JR.

Director IV

Direct link:

<https://tinyurl.com/RDD-GAA-50>

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: 27-Dec-24

