

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

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide VI (SG-9) position from the Office of the Director - Technology Transfer, Information and Promotion Staff (OD-TTIPS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Aide VI (Project Secretariat) (Contract of Service)	Item No.:	TIPS-GAA-06
		Salary Grade:	SG-9
Place of Assignment:	DOST-PTRI GAA : Strategic Communication and Advocacy	Salary Rate:	PHP 27,871.00/month

Brief Description of Duties and Responsibilities:

- Provides overall assistance with the implementation of the Project;
- Performs secretarial work such as but not limited to:
 - Facilitation of all procurement-related of the project from the preparation of Purchase Request up to the delivery of goods and services;
 - Encoding of various documents;
 - Preparation of the project meeting or meeting with the customers;
 - Maintaining project records/documents and ensuring all records/documents are scanned before filing;
 - Assist the project management team in all administrative work related to the project;
- Handles the inventory of textile materials;
- Assists in the preparation and maintenance of ISO-related records and documents;
- Conducts inventory of project-related textile products and documents and creates and maintains a centralized recording system for the same;
- Provides secretarial/clerical assistance to the Head of OD-TIPS in the discharge of the overall functions of the unit;
- Performs other related duties as may be assigned by the Head, OD-TIPS.

Minimum Qualifications:

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

Preferred Qualifications:

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

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:

- Application letter;
- Comprehensive Resumé;
- 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;
- 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/TIPS-GAA-06	
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