

**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:	<b>Project Technical Aide VI (Secretariat and Logistics Staff) (Contract of Service)</b>	Item No.:	<b>TIPS-GAA-08</b>
		Salary Grade:	<b>SG-9</b>
Place of Assignment:	<b>DOST-PTRI GAA : Textile Knowledge Management</b>	Salary Rate:	<b>PHP 27,871.00/month</b>

**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 Project Leader.

**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>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>

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](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

<p>Direct link: <a href="https://tinyurl.com/TIPS-GAA-08">https://tinyurl.com/TIPS-GAA-08</a> or Scan the QR Code:</p> 
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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