

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

**NOTICE OF VACANCY**

A notice is hereby given that the Project Administrative Aide VI (SG-9) position from the Technical Services Division, Mechanical and Chemical Processing Section (TSD-PCTS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative Aide VI (Contract of Service)</b>	Item No.:	<b>TSD-GAA-15</b>
		Salary Grade:	<b>SG-9</b>
Place of Assignment:	<b>DOST-PTRI GAA TEXTILE SKILLS TRAINING</b>	Salary Rate:	<b>PHP 27,871.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Prepare the training documents (e.g., Attendance sheet, Pre and Post tests, Registration, Trainer's Evaluation, Course and Resource Speakers Evaluation);
2. Prepare and facilitate the Purchase Requests under training;
3. Prepare and monitor outgoing training documents (e.g., confirmation letter, regret letter, reschedule of training, routing of contracts/agreement, routing of certificates for signature, etc.);
4. Validate and prepare the training certificates;
5. Validate and prepare the training certificates;
6. Collect feedback form from the participants;
7. Perform other related activities.

**Minimum Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>None required</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>Preferably with experience in events management</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 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: <a href="https://tinyurl.com/TSD-GAA-15">https://tinyurl.com/TSD-GAA-15</a>	
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