

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

**NOTICE OF VACANCY**

A notice is hereby given that the Project Administrative Assistant V (SG-14) position from the Technical Services Division, Physical Testing Laboratory Unit (TSD-PTU) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative Assistant V (Contract of Service)</b>	Item No.:	<b>TSD-23</b>
		Salary Grade:	<b>SG-14</b>
Place of Assignment:	<b>DOST-PTRI GAA STANDARDS DEVELOPMENT, COMPLIANCE AND CERTIFICATION</b>	Salary Rate:	<b>PHP 44,429.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Prepare draft New Work Item Proposal (NWIP) for the revision of existing standards and initial draft of new ones for submission to the Bureau of Philippine Standards (BPS)
2. Facilitate the review of international and national standards
3. Organize regular meetings of technical committees (TCs) and technical working groups (TWGs)
4. Prepare draft recommended specifications, technical requirements, and performance criteria based on existing international standards for the specific needs of stakeholders
5. Assist in the implementation of regional activities in Region IV-B, MIMAROPA:
6. a. Monitor initiatives in the region; update the map  
b. Facilitate conduct of activities such as but not limited to Regional Science and Technology Week and stakeholder engagements
7. Prepare draft correspondence, reports, memoranda, special orders, and other administrative documents
8. Prepare materials and documents including but not limited to promotional materials, presentations, advisories, and protocols
9. Facilitate the conduct of stakeholder engagements, promotional activities, and similar activities
10. Act as Secretariat of the BPS/TC18 and TC-PTF
11. Maintain a database of stakeholders for various industries/sectors
12. Organize and maintain project documents and records, including photos
13. Perform other related tasks

**Minimum Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>1 year of relevant experience</b>
Related Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>CS Professional ( Second Level Eligibility)</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>1 year of relevant experience</b>
Related Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>CS Professional ( Second Level Eligibility)</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

<p>Direct link: <a href="https://tinyurl.com/TSD-GAA-23">https://tinyurl.com/TSD-GAA-23</a></p> <p>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

