

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Administrative Officer IV (SG 15) position from the Office of the Director (OD) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Administrative Officer IV	Item No.:	PTRIB-ADOF4-2-2008
		Salary Grade:	15
Place of Assignment:	Office of the Director	Salary Rate:	₱38,413.00 /month Plus other benefits under RA 8439

Brief Description of Duties and Responsibilities:

1. Review all documents received by the Office of the Director;
2. Draft, review and act on all matters related to correspondences, communications and comment to the Head of the Agency;
3. Act as Secretariat of the DOST-PTRI Executive Committee and the DOST-PTRI Management Committee;
4. Act as the Executive Assistant to the Director;
5. Draft office orders, memoranda and communications;
6. Manage the overall work schedule of the Head of the Agency; and
7. Perform other related tasks as may be assigned from time to time.

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's degree in Law, Social Sciences or Management
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) Second Level Eligibility/RA 1080

Interested and qualified applicants should signify their interest in writing. Submit the following documents in PDF format (single file) arranged as enumerated to the address below not later than 03 DEC 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:

ROSE MARTHY B. ANGELES
Administrative Officer V and Head
Human Resource and Records Management Section
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 314, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Email address: recruitment@ptri.dost.gov.ph

Requesting Official:

JULIUS L. LEANO, JR.
Director IV

DATE POSTED: 22 NOV 2024

Direct link:

<https://qrco.de/AOIVOD>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEOP), interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, religion, political affiliation, including persons with disabilities (PWD) and members of the indigenous communities are encouraged to apply. DOST-PTRI has the following available facilities like: 1. elevator and ramp for PWD; 2. construction of rest rooms for SOGI; and 3. provision of LCD projector, screen and speaker for visually and hearing impaired persons.