

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Administrative Aide VI	Position Code:	TSD-TSN-09
Place of Assignment:	Technical Services Division - Physical and Chemical Testing Laboratory (TSD - PCTL)	Salary Grade:	SG-9
		Salary Rate:	P27,871.00
Project Title:	DOST GIA-funded Project "TexSCAN: Textile Screening and Quality Control Using Artificial Intelligence (AI) and Neural Networks" Year 1		

Brief Description of Duties and Responsibilities

- Support the Bids and Awards Committee 2 (BAC 2) in carrying out all tasks related to procurement processes for contracts with an ABC between below the approved threshold amount for public bidding
- Oversee the timely publication of post-procurement notices on the Philippine Government Electronic Procurement System (PhilGEPS) as required by law
- Ensure accurate and complete posting of all relevant contract award details, notices of award, and other related post-procurement activities
- Assist in drafting and reviewing BAC Resolutions for various procurement activities such as Negotiated Procurement, Small Value Procurement (SVP), Lease of Venue, Agency-to-Agency Agreements, Shopping, and Specialized Services
- Ensure that all resolutions comply with the procurement rules and regulations set forth by the Government Procurement Policy Board (GPPB) and the Implementing Rules and Regulations (IRR) of the Government Procurement Act
- Ensure proper documentation of procurement processes from pre-bid to post-procurement stages, including meetings, resolutions, and notices
- Prepare the necessary documents for negotiation, bidding, and contract award, ensuring they meet the requirements outlined in the procurement plan
- Monitor the progress of ongoing procurement processes and contracts under the purview of BAC 2
- Address and resolve all stakeholder concerns and queries related to procurement
- Perform routine clerical tasks including but not limited to recording of incoming and outgoing documents
- Maintain organized and functional office areas
- Perform other tasks as needed to support the project objectives

Minimum Qualifications:

Education:	Completion of 2 years of college (before 2018), or HS graduate with relevant vocational/trade course (before 2018), or SHS (TVL Track), or JHS with TESDA NC II (from 2018)
Experience:	None required
Related Training:	None required
Eligibility:	CSC Sub-Professional/ First Level Eligibility

Preferred Qualifications:

Education:	Completion of 2 years of college (before 2018), or HS graduate with relevant vocational/trade course (before 2018), or SHS (TVL Track), or JHS with TESDA NC II (from 2018)
Experience:	None required
Related Training:	None required
Eligibility:	CSC Sub-Professional/ First Level Eligibility

Documentary Requirements

- Application Letter;
- Comprehensive Resume;
- 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 eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent, (if any);
- Photocopy of Training Certificates;
- NBI Clearance (if applicant is recommended to the position); and
- Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DATE POSTED: [11 August 2025](#)

DEADLINE OF SUBMISSION: [21 August 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/76/TSD-TSN-09>

or Scan the QR Code:



All interested and qualified applicants are required to express their intent in writing and submit the necessary documents via the DOST-PTRI Human Resource Management System <https://hrms.dost-ptri.com/>. Please note that applications not submitted through the DOST-PTRI HRMS will not be processed.

The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employee/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.