

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Aide IV (SG-7) position from the Finance and Administrative Division, Engineering and General Services is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Aide IV (Contract of Service)	Item No.:	FAD-22
Place of Assignment:	DOST-PTRI GAA Finance and Administrative Division, Engineering and General Services	Salary Grade:	SG-7
		Salary Rate:	PHP 24,132.00 /month

Brief Description of Duties and Responsibilities:

1. Assigning of control number for Vehicle Request Form, preparation of Vehicle Trip Ticket, and perform driving functions;
2. Prepare Report of Fuel Consumption and Report of Official Travel, and monitoring of e-pass consumption;
3. Accomplish and monitor the Vehicle Maintenance Record (FAD-PPGSS Form No. 6) per ISO procedures;
4. Accomplish and monitor the Vehicle Preventive Maintenance Schedule (FAD-PPGSS Form No. 32) per ISO procedures;
5. Accomplish and monitor the Vehicle Preventive Maintenance Schedule (FAD-PPGSS Form No. 33) per ISO procedures;
6. Checking, assessing, and inspecting the condition of the vehicles using FAD-PPGSS Form No. 28 per ISO procedures;
7. Provide assistance in the conduct of activities of the project;
8. Remit check payments to selected suppliers and pick-up the procured items;
9. Handle administrative concerns of the project such as receiving and routing of procurement documents;
10. Perform other related tasks by immediate supervisor.

Minimum Qualifications:

Education:	Completion of 2-year studies in college or High School Graduate with relevant vocational / trade course
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Completion of 2-year studies in college or High School Graduate with relevant vocational / trade course
Experience:	None required
Related Training:	None required
Eligibility:	Professional Driver License

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than:

09-Jan-25

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
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
Email address: cosrecruitment.dostptri@gmail.com

Sgd JULIUS L. LEANO, JR.

Director IV

Direct link:

<https://tinyurl.com/FAD-GAA-22>

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: **06-Jan-25**