

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

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant I (SG-10) position from the Technical Services Division - DOST GIA- Establishment of Regional Yarn Production and Innovation Center - Mindanao is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant I (Contract of Service)	Item No.:	TSD-RYPIC-06
		Salary Grade:	SG-10
Place of Assignment:	DOST GIA- Establishment of Regional Yarn Production and Innovation Center - Mindanao	Salary Rate:	PHP 30,703.00/month

Brief Description of Duties and Responsibilities:

1. Monitor and track the status of project purchases, and procurement activities, and address other administrative concerns for RYPIC Mindanao
2. Encode data reports, and revisions on all documents for RYPIC Mindanao
3. Review and endorse all relevant documents, including the Sales Invoice and Delivery Receipt, for further processing in the Inspection Report
4. Assist in labeling all the machines, equipment, and materials delivered to Mindanao for inventory numbering
5. Preparation of BAC Resolution for RYPIC Mindanao and other TSD Project
6. Assist in preparing the list of accredited suppliers, Supplier Evaluation Sheets, and Supplier Information Sheets for newly accredited suppliers, ensuring compliance with ISO 9001:2015 Quality Management System standards
7. Assist in performing routine clerical tasks, recording and documentation of incoming and outgoing documents in the PPGSS particularly for the RYPIC Mindanao Project
8. Perform other related activities

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	CSC Professional/ Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's Degree
Experience:	Preferably with at least six months of experience in Human Resource Management
Related Training:	Four (4) hours of relevant training
Eligibility:	CSC Professional/ Second Level

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

10-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 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:

<https://tinyurl.com/TSD-RYPIC-06>

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: 07-Jan-25