

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

**NOTICE OF VACANCY**

A notice is hereby given that the Project Administrative Aide VI (SG-9) position from the Technical Services Division (TSD) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative Aide VI ( (Contract of Service)</b>	Item No.:	<b>TSD-GAA-62</b>
		Salary Grade:	<b>SG-9</b>
Place of Assignment:	<b>DOST-PTRI GAA PRODUCT DEVELOPMENT</b>	Salary Rate:	<b>PHP 27,871.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Provide administrative support for the monitoring and implementing of textile product development projects, ensuring smooth coordination of activities.
2. Serve as the inventory and wardrobe custodian for textiles, apparel prototypes, and related materials, ensuring proper tracking, safekeeping, sanitation, organization, and accessibility.
3. Maintain and organize project documentation, including reports, presentations, and correspondence, ensuring accurate record-keeping and easy retrieval.
4. Acts as the secretariat for the PD section in charge of the project procurement of project supplies, coordinates maintenance or repairs for equipment as needed, and monitors budget monitoring sheet.
5. Facilitate processing of salaries of contract of service (COS) project staff assigned to the Product Development Section (PDS)
6. Coordinate with internal and external stakeholders to ensure the timely delivery of product development initiatives and outputs.
7. Assist in arranging meetings, workshops, and training sessions, including venue preparation, attendee coordination, and materials distribution.
8. Perform other related tasks

**Minimum Qualifications:**

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

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree (Business Administration, Fashion design and merchandising)</b>
Experience:	<b>at least 1 year of relevant experience in administrative support, inventory management</b>
Related Training:	<b>none required</b>
Eligibility:	<b>none required</b>

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **12 January 2025**:

**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

Direct link:

<https://tinyurl.com/TSD-GAA-62>

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: 9-Jan-25

