

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Administrative Assistant I	Position Code:	RDD-GAA-11
Place of Assignment:	Research and Development Division (CDABUS)	Salary Grade:	SG - 11
		Salary Rate:	36,029.00 /month
Project Title:	DOST-PTRI GAA FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Establishment of Natural Dye Hub		

Brief Description of Duties and Responsibilities:

1. Conduct and facilitate targeted activities of the DOST-GAA funded project titled, "FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Establishment of Natural Dye Hub";
2. Facilitate posting of Equipment Outlay in PhilGEPS ;
3. Prepare and accomplish financial monitoring documents ;
4. Accomplish target obligation of the total budget for the project;
5. Facilitate DOST-GAA forms and other pertinent documents;
6. Facilitate assigned supplier documents ;
7. Facilitate the salary of Contract of Service (COS) personnel under the project at every cut-off
8. Facilitate liquidation of all cash advances and reimbursement
9. Submission of targetted project weekly accomplishment reports every Friday
10. Facilitate and submit action sheets of the targeted weekly, monthly, and quarterly meetings every week
11. Upkeep and maintain assigned areas (Work Station & Laboratory) weekly/periodically
12. Retrieve and manage project documents within the prescribed deadline
13. Submission/compliance of other related activities relevant to the project as need arises

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 relevant to the job
Experience:	at least one (1) year of relevant experience
Related Training:	none required
Eligibility:	CSC Professional/Second Level Eligibility

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 (if applicable);
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent, (if any);
8. Photocopy of Training Certificates;
9. NBI Clearance (if applicant is recommended to the position); and
10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

All interested and qualified applicants are required to express their intent in writing and submit the necessary documents via QR Code or Direct Link as provided below.

DATE POSTED: 03 July 2025

DEADLINE OF SUBMISSI 13 July 2025


Please address all applications to:

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

Direct link:

<https://short-link.me/12bXO>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEO), 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.