

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Administrative Assistant I	Position Code:	RDD-BT-8-PS-02
Place of Assignment:	Research and Development Division - Natural Fiber Utilization Section (RDD - NFUS)	Salary Grade:	SG-10
		Salary Rate:	P30,703.00
Project Title:	Bamboo 8: Assessing the Environmental Footprint of Bamboo Textile Production: A Life Cycle Analysis (LCA) of the Bamboo Textile Fiber (BTF) Innovation Hubs		

Brief Description of Duties and Responsibilities

1. Implement and conduct project activities according to the approved workplan
2. Input and monitor financial and project fund utilization in accordance with the RDD Secretariat Monitoring Sheet
3. Submission of monthly, quarterly, terminal project financial reports and other necessary attachments in accordance with DOST-GIA formats within the prescribed timeline
4. Submission of weekly reports in accordance with the prescribed format on every last day of the workweek
5. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline
6. Facilitate communication with suppliers and acts as a liaison officer of the project
7. Monitor the processing of payment of salaries and benefits, and provide updates to Project Leaders and employees.
8. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed the deadline
9. Facilitate and monitor cash advances are liquidated within the prescribed deadline
10. Draft and facilitate honoraria documents one month before the end of each quarter of the project
11. Perform 5S and maintain office area
12. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project.
13. Conduct monthly/quarterly inventory of supplies and materials procured by the project
14. Keep and update a digital and hard copy of all project-related documents
15. Other tasks and assignments related to the program/project may be assigned.
16. Attend meetings as may be required by the Project Leader, the Research and Development Division (RDD), the PTRI, and the funding agency.

Minimum Qualifications:

Education:	Bachelors Degree relevant to the job
Experience:	None
Related Training:	None
Eligibility:	None

Preferred Qualifications:

Education:	Bachelors Degree relevant to the job
Experience:	None
Related Training:	None
Eligibility:	None

Documentary Requirements

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

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DATE POSTED: [04 July 2025](#)

DEADLINE OF SUBMISSION: [13 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/55/RDD-BT-8-PS-02>



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 SOG; and 3. Provision of LCD projector and screen for visually and hearing impaired persons.