

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Administrative Assistant II	Position Code:	RDD-DG4- 05
Place of Assignment:	Research and Development Division - Natural Fiber Utilization Section (RDD - NFUS)	Salary Grade:	SG-11
		Salary Rate:	P36,029.00
Project Title:	DigITELAzation: Intelligent Solutions on Sustaining the Philippine Handloom Weaving Industry		

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 to the RDD Secretariat Monitoring Sheet.
3. Submission of monthly, quarterly, terminal project financial reports and other necessary attachments in accordance to DOST-GIA formats within the prescribed timeline.
4. Submission of weekly reports in accordance with the prescribed format on every last day of the work week.
5. Prepare and facilitate the processing of payrolls of salaries and benefits for COS and JO personnel. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project.
6. Input and monitor financial and project fund utilization in accordance to the RDD Secretariat Monitoring Sheet.
7. Prepare and facilitate the processing of payrolls of salaries and benefits for COS and JO personnel. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project.
8. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project.
9. Perform 5S and maintain the office area.
10. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project.
11. Conduct monthly/quarterly inventory of supplies and materials procured by the project.
12. Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's Degree
Experience:	Preferably with experience in Project and Financial Management
Related Training:	None required
Eligibility:	None required

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 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: [17 July 2025](#)

DEADLINE OF SUBMISSION: [27 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/71/RDD-DG4-%2005>



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