

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Administrative Aide V	Position Code:	RDD-SC-1-02
Place of Assignment:	Research and Development Division - (RDD -)	Salary Grade:	SG-8
		Salary Rate:	P25,738.00
Project Title:	Smart Chitosan-Anthocyanin Sensor on Nonwoven Textile Substrate for Rapid H. Pylori Detection (SCAN-rHPD)		

Brief Description of Duties and Responsibilities

1. Facilitate and follow-up salary processing of project staff involved under the project within the prescribed timeline;
2. Act on assigned financial and reportorial documentation monitoring activities of the projects such as but not limited to coordination of the financial transactions and procurement activities, filling out reports, formatting and editing letters, and filling records daily;
3. Facilitate and monitor procurement of supplies, materials, and equipment as required by the project; and
4. Retrieve, manage, release and control incoming and outgoing project documents within the prescribed timeline;
5. Submit weekly reports in accordance to the prescribed format every last day of the work week;
6. Attend all project meetings and discussion as scheduled;
7. Maintain an organized and functional office work area;
8. Conduct monthly/quarterly supplies and materials inventory;
9. Draft and submit travel/training reports within the prescribed timeline; and
10. Other tasks and assignments related to the project as may be assigned.

Minimum Qualifications:

Education:	Completion of 2 years of college or High School Graduate with relevant vocational/trade course
Experience:	None Required
Related Training:	None Required
Eligibility:	None Required

Preferred Qualifications:

Education:	Completion of 2 years of college or High School Graduate with relevant vocational/trade course
Experience:	Preferably with at least one (1) year relevant experience
Related Training:	With at least four (4) hours of relevant training
Eligibility:	CSC Sub-Professional/ First Level Eligibility

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/66/RDD-SC-1-02>



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