

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Administrative Assistant I	Position Code:	FAD-GAA-023
Place of Assignment:	Finance and Administrative Division - Human Resource and Records Management Section (FAD - HRRMS)	Salary Grade:	SG-10
		Salary Rate:	P30,703.00
Project Title:	DOST-PTRI General Appropriations Act (GAA)		

Brief Description of Duties and Responsibilities

1. Maintain and organize all Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)-related files, including assessment reports, compliance records, and accreditation documents within the prescribed timeline;
2. Prepare and draft all compliance report and other requirements within the prescribed timeline;
3. Ensure all HR manuals, forms and guidelines are updated and well-documented;
4. Coordinate with the Committee regarding deadlines and timely submission of PRIME-HRM documentations;
5. Schedule and facilitate all meetings related to PRIME-HRM activities;
6. Prepare and submit all meeting agenda, minutes of the meeting and action sheet within the prescribed timeline;
7. Follow up all action items from PRIME-HRM related discussions and documentations;
8. Prepare and submit weekly progress report in accordance to the prescribed format;
9. Maintain and upkeep assigned areas weekly; and
10. Perform and deliver HR-related activities upon receipt of request or instruction.

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
Experience:	At least 1 year experience in human resource in public setting
Related Training:	At least 4 hours of relevant training in Human resource management, legal compliance, PRIME-HRM
Eligibility:	CSC Professional/Second-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: [09 July 2025](#)

DEADLINE OF SUBMISSION: [18 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/59/FAD-GAA-023>



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.