

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Administrative Assistant I	Position Code:	TSD-GAA-48
Place of Assignment:	Technical Services Division - Mechanical and Chemical Processing Unit (TSD - MCPU)	Salary Grade:	SG-10
		Salary Rate:	P30,703.00
Project Title:	Fostering the Revitalization of Nascent Textile Innovation Ecosystem in the Region (FRONTIER) - Regional Yarn Production and Innovation Center (RYPIC)		

Brief Description of Duties and Responsibilities

1. Draft, facilitate, and monitor procurement transactions in accordance with the prescribed format;
2. Manage, route, and file all incoming and outgoing documents within the prescribed deadline;
3. Facilitate the documentary requirements in preparation for activities of the Project and regional operations, such as, but not limited to meetings, travels, and launches;
4. Assist in the preparation and submission of the Contract of Service personnel's salary documents with required approvals and supporting files every 11th and 26th of the month;
5. Attend and actively participate in the weekly update meetings by presenting detailed accomplishments of ongoing project activities;
6. Submit weekly accomplishment reports in accordance with the prescribed format; and
7. Draft and file minutes of the meeting and action sheets in accordance with the prescribed format.
8. Maintain the cleanliness of the assigned work area in accordance with 5S policy of ISO 9001:2015;
9. Attend weekly flag raising and lowering ceremonies as scheduled; and
10. Perform other related functions that may be assigned.

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:	Two (2) years experience in project administration and procurement
Related Training:	Eight (8) hours relevant training
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](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: [09 July 2025](#)

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

Direct Link:

<https://hrms.dost-ptri.com/43/TSD-GAA-48>



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.