

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Aide VI (SG-9) position from the Technical Services Division, DOST-PTRI Bicutan is vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title:	Project Administrative Aide VI (Procurement Staff) - (Contract of Service)	Item No.:	TSD-TSN-08
Place of Assignment:	DOST GIA-funded Project "TexSCAN: Textile Screening and Quality Control Using Artificial Intelligence (AI) and Neural Networks" Year 1 of the Technical Services Division	Salary Grade:	SG-9
		Salary Rate:	PHP 27, 871.00/month

Brief Description of Duties and Responsibilities:

1. Ensure the procurement of equipment, supplies, and materials for TSD GIA projects is tracked and updated daily in the PPGSS-PPMP and in the Project Monitoring Sheet;
2. Receive and process Purchase Request (PR) in the Procurement Monitoring Information System (ProcMIS);
3. Coordinate the canvassing and processing of Purchase Requests (PRs) and Requests for Quotations (RFQs) for TSD GIA projects with an Approved Budget for the Contract (ABC) of Php 50, 000.00 or below, ensuring timely completion within 7 working days, except when procurement is done through PS-DBM;
4. Encode and route the Approved Order of Commitment (AOC) for all TSD GIA projects within 2 days for signatures from the end-user, BAC, and TWG;
5. Prepare and route Purchase Orders (PO) for TSD GIA projects within 1 day from receipt of signed AOC and monitor the progress of deliveries;
6. Ensure that conformed Purchase Orders (PO) for TSD GIA projects are photocopied and submitted to the Commission on Audit (COA) within 5 days of receipt via email;
7. Secure required documents for uploading to the Project Management Information System (PMIS) database and for submission to DOST-PCIEERD;
8. Assist and facilitate the delivery of equipment, supplies, and materials;
9. Update the TSD-PCTS Equipment Inventory Sheet;
10. Prepare List of Equipment Purchased and submit together with copies of equipment purchase documents;
11. Perform routine clerical tasks including but not limited to recording of incoming and outgoing documents;
12. Maintain organized and functional office areas;
13. Perform other tasks as needed to support the project objectives.

Minimum Qualifications:

Education:	Completion of 2-year studies in 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
Experience:	None required
Related Training:	None required
Skills:	Proficient with Microsoft Office
Eligibility:	CSC Sub-Professional / First Level Eligibility

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 24-June-25:

Documentary Requirements:

1. Application letter;
2. Comprehensive Resumé;
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.
4. *Authenticated/certified true copy* of certificate of eligibility/ratings/license;
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested from the PTRI-HRRMS);
8. Photocopy of Training Certificates;
9. NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Please forward all applications to:

Requesting Official:


ROSE MARTHY B. ANGELES
Administrative Officer V
Human Resource and Records Management Section
Finance and Administrative Division
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 314, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Telephone No. 8372071-82 local 2373, 8837-0744

Sgd JULIUS L. LEAÑO, JR.
Director IV

Direct link:

<https://docs.google.com/forms/d/e/1FAIpQLSf7lmaD0kh6TWby7Oa4o-q7k1kUbizwhC6W7nr-hsnteM52AO/viewform?usp=dialog>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employees/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

DATE POSTED: 18-Jun-25