

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Administrative Assistant I	Position Code:	FAD-24
Place of Assignment:	Finance and Administrative Division - Procurement Section (FAD - PS)	Salary Grade:	SG-10
		Salary Rate:	P30,703.00
Project Title:	DOST-PTRI-GAA		

Brief Description of Duties and Responsibilities

1. Assist the Bids and Awards Committee (BAC) Secretariat of BAC 1 in preparing the tools and materials needed for the Meeting Room during BAC Meetings
2. Prepare draft of the Minutes of the Meeting on various meeting of the BAC 1, including but not limited to, Pre-procurement conference, Pre-Bid Conference, Opening of Bids and Special BAC Meetings
3. Route and ensure the completeness of all the supporting documents relative to the BAC 1 activities
4. Review and ensure compliance that all of the BAC transactions adhere to the prescribed procurement timelines
5. Validate inclusion in the Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP) of all the Purchase Request (PR) under General Appropriations Act (GAA)
6. Ensure proper communication with suppliers regarding their conforme to the Notice of Award, Purchase Order (PO), and Notice to Proceed
7. Endorse copy of Notice of Award to the Office of the Director-Planning and ICT Section (OD-PICTS) for posting to PTRI Transparency Seal
8. Ensure timely monitoring of the BAC Secretariat email and take appropriate action on all received correspondence

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 2 years experience
Related Training:	8 hours of 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: [27 June 2025](#)

DEADLINE OF SUBMISSION: [04 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/33/FAD-24>

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.