

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Administrative Assistant I	Position Code:	FAD-GAA-022
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

- Review all requests and documentary requirements for recruitment, selection, and placement of Contract of Service (COS) Providers under the DOST-GIA Programs/Projects of the Technical Services Division (TSD) within the prescribed timeline;
- Verify all TSD applicants through the DOST-PTRI Human Resource Information System;
- Schedule and facilitate all interview of COS applicants under the TSD within the prescribed timeline;
- Collect and validate all Biometrics/Daily Time Record entries with corresponding attachments of TSD COS providers within the prescribed timeline;
- Prepare and submit all payroll of salaries, honoraria, and benefits of TSD COS providers within the prescribed timeline;
- Monitor and update all payment for salaries and benefits to Project Leaders and COS providers;
- Prepare and submit weekly progress report in accordance to the prescribed format;
- Perform liaisoning functions for COS matters, as needed;
- Maintain and upkeep assigned areas weekly; and
- 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 recruitment, onboarding, employee records management, and payroll processing
Related Training:	None required
Eligibility:	CSC Professional/Second-Level Eligibility

Documentary Requirements

- Application Letter;
- Comprehensive Resume;
- 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;
- Authenticated/certified true copy of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent, (if any);
- Photocopy of Training Certificates;
- NBI Clearance (if applicant is recommended to the position); and
- Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DATE POSTED: [24 June 2025](#)

DEADLINE OF SUBMISSION: [30 June 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/9/FAD-GAA-022>



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.