

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Aide V (SG-8) position from the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Administrative Aide V (Contract of Service)</b>	Item No.:	<b>RDD-SF-3-04</b>
		Salary Grade:	<b>SG-8</b>
Place of Assignment:	<b>DOST-GIA Project: "Integrated Computer-Aided System Toward Sustainable Philippine Footwear Product Development" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS)</b>	Salary Rate:	<b>PHP 25,738.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Act on all project activities according to the approved work plan within the prescribed deadline;
2. Facilitate and followed-up salary processing of COS every cut-off (10 and 25 of each month) involved under the Integrated Computer-Aided System Toward Sustainable Philippine Footwear Product Development project;
3. Act on assigned financial and reportorial documentation monitoring activities of the projects such as but not limited to coordination of the financial transactions and procurement activities, filling out reports, formatting and editing letters, and filing records daily;
4. Retrieve and manage documents;
5. Assist staff for immediate concern and perform other related duties as may assign from time to time such as processing operations, field works operation, etc.;
6. Conduct monthly/quarterly supplies and materials inventory;
7. Accomplish assigned encoding tasks;
8. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
9. Participate in section/ team/ group/ project discussions;
10. Attend flag raising and lowering ceremonies;
11. Maintain the upkeep of the assigned office and/or laboratory facility; and
12. Other tasks and assignments related to the program/project may be assigned.

**Minimum Qualifications:**

Education:	<b>Completion of 2-year studies in college or High School Graduate with relevant vocational / trade course</b>
Experience:	<b>None Required</b>
Related Training:	<b>None Required</b>
Eligibility:	<b>None Required</b>

**Preferred Qualifications:**

Education:	<b>Completion of 2-year studies in college or High School Graduate with relevant vocational / trade course</b>
Experience:	<b>With atleast one (1) year of relevant experience</b>
Related Training:	<b>With atleast four (4) hours of relevant training</b>
Eligibility:	<b>None Required</b>

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

**14-Mar-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](http://www.csc.gov.ph) with recent picture 2 pcs. passport size with signature over handwritten name;
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://tinyurl.com/RDD-SF-03-04>

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 persons.

DATE POSTED:

**11-Mar-25**