

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Assistant I (SG-8) position of the Research and Development Division is vacant. The aforesaid position is proposed to filled up immediately.

Position Title : (2) Project Assistant I
Item No. : Contractual Position
Salary Grade : SG-8
Salary rate : 21,901.20/month

Qualification Requirements:

Education : Completion of two years studies in college
Experience : 1 year of relevant experience
Related Training : 4 hours of relevant training
Eligibility : None required
Place of Assignment : DOST-GIA Project: "Integrated Community-scale Textile Fiber Innovation Hubs in Northern Luzon" of the Natural Fiber Utilization Section, Research and Development Division

Brief Description of Duties and Responsibilities:

1. Keep, update and monitor procurement transactions related to the project in Apayao or Isabela where they will be assigned.
2. Coordinate with Project Assistant II of the project, assigned in the DOST-PTRI office relating to project activities including but not limited to meeting and travel coordination, project documentations among others.
3. Draft minutes of meetings and take note of the actions to be taken.
4. Prepare and facilitate procurement documents and related transactions.
5. Prepare and facilitate the preparation of pre and post travel documents.
6. Conduct clerical revision of communications, agreements and other related documents of the program.
7. Prepare and ensure timely submissions of documents needed for salary processing of all personnel involved under the project where he/she is assigned.
8. Keep and update a record book of the project where incoming and outgoing documents are logged.
9. Record and file all relevant documents of the project including but not limited to accomplishment reports, agreements and correspondences in an online and physical accessible locations.
10. Prepare a weekly report of the activities undertaken related to his/her functions.
11. Coordinate/assist and/or facilitate meeting preparations e.g. venue, schedule and time.
12. Coordinate/inquire with possible service, testing, supplies, materials, chemicals, and/or equipment suppliers.
13. Keep and update program schedule/calendar including deadlines, activities, meetings and other related assignments.
14. Other tasks and assignments related to the program as maybe assigned.

Remarks:

- 1.
- 2.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than **18 DEC 2021**.

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 2 pcs. passport size picture with signature over handwritten name;
4. Photocopy of certificate of eligibility/ratings/license (submit authenticated copy upon the date of interview);
5. Photocopy of Transcript of Records & Diploma (Certified true copy);
6. Performance Evaluation Rating in the 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested at the PTRI-HRRMS);
8. Photocopy of Training Certificates (submit certified true copy upon date of interview);
9. NBI Clearance (if not available, submit the online booking slip upon the date of pre-qualifying examination); and
10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Requesting Official:


CELIA B. ELUMBA
Director IV

Please forward all applications to:

CORAZON I. TAPULGO
Chief, Finance and Administrative Division and
Chairperson, PTRI Human Resource Merit
Promotion and Selection Board (PTRI-HRMPBSB)
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 300, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Telephone No. 8372071-82 local 2362;
Email address: recruitment@ptri.dost.gov.ph

OR

MATT ANTHONY M. PAREJA
Head
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 2377; 2378
Email address: recruitment@ptri.dost.gov.ph

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 : **14 DEC 2021**