

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Administrative Officer II (SG-11) position from the Finance and Administrative Division - Human Resource and Records Management Section (FAD-HRRMS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title : Administrative Officer II (Human Resource Management Officer I)
Item No. : PTRIB-ADOF2-4-2004
Salary Grade : SG -11
Salary rate : P23,877.00/month
Plus other benefits under RA 8439

Qualification Requirements:

Education : Bachelor's degree relevant to the job
Experience : None required
Related Training : None required
Eligibility : Career Service (Professional)
Second Level Eligibility
Place of Assignment : Finance and Administrative Division
Human Resource and Records Management Section (FAD-HRRMS)

Brief Description of Duties and Responsibilities:

1. Assists in the gathering of recruitment documents, assess and ensures the completeness of application documents received;
2. Assists in the preparation of required reports such as Monthly Monitoring Reports, Accession, Separation, and Appointment Transmittal and Action;
3. Assists in the updating of personnel database including the CSC Inventory of Government Human Resource System (IGHRS);
4. Assists in handling the incoming and outgoing communications, and mailings emanating from and outside the Institute;
5. Assists in the records management (preservation, inventory, appraisal, and disposition);
6. Drafts memoranda, administrative orders, and responses to various correspondences; and
7. Performs other related tasks as maybe assigned from time to time.

Remarks:

1. Preferably with experience in the Recruitment, Selection and Placement (RSP) process;
2. Knowledgeable in electronic records management policy in national government agency;
3. Knowledgeable in Civil Service Commission's Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA); and
4. With good communication skills both in written and spoken.

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 21 OCT 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 picture 2 pcs. passport size with signature over handwritten name;
4. Photocopy of certificate of eligibility/ratings/license; and/or 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 last 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested from 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
Administrative Officer V and 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 : 11 OCT 2021