

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Assistant II (SG-10) position from the Finance Administrative Division - Property, Procurement & General Services Section is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title : Project Assistant II
Item No. : Contractual Position
Salary Grade : SG - 10
Salary rate : 25,446.00/month

Qualification Requirements:

Education : Completion of two years studies in college
Experience : 2 yrs of relevant experience
Related Training : 8 hrs of relevant training
Eligibility : None Required
Place of Assignment : GAA- Finance and Administrative Division, Property, Procurement & General Services Section

Brief Description of Duties and Responsibilities:

1. Assist in the preparation of Bid Documents for public bidding of various Equipment and Infra projects
 - a. Preparation of Notice of Meetings, Attendance Sheets, Bidding process Status
 - b. Monitoring the status of the purchases, procurements and financial concerns made.
 - c. Encoding data, repots, revisions on all documents under Public Bidding.
2. Assist in the canvassing of laboratory supplies and equipment and monitoring of Various Purchase Orders issued to suppliers
3. Assist in the preparation of the List of Accredited Suppliers, Suppliers Evaluation Sheet and Suppliers Information Sheet for newly accredited suppliers in compliance to ISO 9001:2015 Quality Management System.
4. Assist in routine clerical tasks and recording of incoming and outgoing of documents in the PPGSS
5. Fax/E-mail documents to various suppliers and assist in the incoming and outgoing calls of PPGSS.
6. Does other related activities that may be assigned from time to time

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 22 AUG 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 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-HRMP SB)
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 300, PTRI Bldg., Genral Santos Avenue,
Bicutan, Taguig City
Telephone No. 8372071 -82 local 2362;
email ad: 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 Bldg., Genral Santos Avenue,
Bicutan, Taguig City
Telephone No. 8372071 -82 local 2377; 2378
email ad: 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 :

19 AUG 2021