

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Administrative Officer I (SG-10) 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.

Postion Title : Administrative Officer I (Records Officer I)  
Item No. : PTRIB-ADOF1-3-2021  
Salary Grade : SG -10  
Salary rate : P21,205.00/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 classification of records, inventory, disposition, and other records management activities;
2. Assists the Records Officer II in handling the incoming and outgoing communications, and mailings emanating from and outside the Institute;
3. Acts as liaison for all the outgoing correspondence, project reports, and other documents to be forwarded to DOST Central Office and other DOST attached agencies within the DOST Bicutan Compound;
4. Assists in the notarization of Contracts, Non-Disclosure, Confidentiality Undertaking, and Memorandum of Agreement;
5. Assists on scanning, filling, and electronic transmittal of Test Reports in accordance with the ISO 17025; and
6. Performs other related tasks as maybe assigned from time to time.

Remarks:

1. Preferably with sufficient training and knowledge in ISO/IEC 17025 for testing and calibration laboratories; and
2. Knowledgeable in electronic records management policy in national government agency.

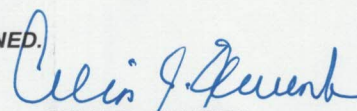
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than 23 JUL 2021.

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](http://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-HRMPSB)  
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](mailto: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](mailto: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 : 13 JUL 2021