

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 Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Assistant II	Item No.:	N/A
		Salary Grade:	SG-10
Place of Assignment:	DOST-GIA Project: "Natural Textiles as Innovative Formwork and Reinforcement for Freeform Concrete Structures - Year 2" of the Natural Fiber Utilization Section, Research and Development Division (NFUS-RDD)	Salary Rate:	PHP 26,628.00/month

Brief Description of Duties and Responsibilities:

1. Preparation of all documents necessary for the procurement of Goods, Infra and services such as Request for Quotation (RFQ) and monthly monitoring report of Purchase Orders served and delivered;
2. Assists in the posting of request for quotation (RFQ), Invitation to Bid, Supplemental, Bid Bulletin, Notice of Award, Contract / Purchase order, Notice to Proceed and Closing of the transactions at PhilGEPS.
3. Assists in the preparation of Bid Documents for public bidding of various Equipment and infra projects;
 - d. Preparation of Notice of Meetings, Attendance Sheets, Bidding process status;
 - e. Monitoring the status of the purchases, procurements and financial concerns made;
 - f. Encoding data, reports, revisions on all documents under public bidding.
4. Assist in the canvassing of laboratory suppliers and equipment and monitoring of Various Purchase Orders issued to suppliers;
5. Assist in the preparation of the list accredited Suppliers, Suppliers Evaluation Sheet and Suppliers Information Sheet for newly accredited suppliers in compliance to ISO 9001:2015 Quality Management System;
6. Assist in routine clerical tasks and recording of incoming and outgoing of documents in the PPGSS;
7. Fax/Email documents to various suppliers and assist in the incoming and outgoing calls of PPGSS;
8. Other related activities that may be assigned from time to time.

Minimum Qualifications:

Education:	Completion of two years studies in college
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	None required

Preferred Qualifications:

Education:	Completion of two years studies in college
Experience:	2 years of relevant experience
Related Training:	8 hours of relevant training
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 08 SEP 2022:

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. *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:

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

Cian
CORAZON I. TAPULGO
Officer-in-Charge, Office of the Director

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: 05 SEP 2022