

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant I (SG-10) position from the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-products Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Administrative Assistant I (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST-CRADLE Project: "Natural Dye-based Textile Paints for Hand-Painting of Abaca-based Products" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-products Utilization Section (RDD-CDABUS)	Salary Grade:	SG-10
		Salary Rate:	PHP 27,811.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved work plan;
2. Prepare promotional materials and write-up required by the projects on the prescribed timeline;
3. Facilitate communication with suppliers and act as a liaison officer on the project;
4. Input and monitor financial and project fund utilization in accordance with the RDD Secreatriat Monitoring Sheet;
5. Submission of monthly, quarterly, terminal project financial reports and other necessary attachments in accordance with DOST-GIA formats within the prescribed timeline;
6. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline;
7. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
8. Retrieve, manage, release and control project incoming and outgoing documents within the prescribed deadline;
9. Keep and update in a digital and hard copy of all project-related documents;
10. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project;
11. Conduct monthly/quarterly inventory of supplies and materials procured by the project;
12. Perform 5S and maintain office area;
13. Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

Education:	Bachelor's degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	BS Degree in Communication/BS Business Administration, or other related field
Experience:	None required
Related Training:	None required
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 14 JAN 2023:

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:

MATT ANTHONY M. PAREJA, MBA

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 2373, 8837-0744
Email address: recruitment@ptri.dost.gov.ph

Requesting Official:

JULIUS L. LEANO, JR., PhD

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: 09 JAN 2023