

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Administrative Assistant II (SG-11) position from the Research and Development Division (RDD) is vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title:	Project Administrative Assistant II (Contract of Service)	Item No.:	RDD-GAA-12
Place of Assignment:	DOST-PTRI GAA Research and Development Division - (RDD)	Salary Grade:	SG-11
		Salary Rate:	PHP 36,029.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project administrative management activities and secretarial functions of the Biomedical Textile R&D Program according to the approved workplan.
2. Input and monitor financial and project fund utilization per the RDD Secretariat Monitoring Sheet.
3. Submission of monthly, quarterly, terminal project financial reports and other necessary attachments in accordance with DOST-GAA formats within the prescribed timeline
4. Facilitate weekly, monthly, and quarterly meetings and submission of action sheets within the prescribed deadline
5. Facilitate communication with suppliers and act as a liaison officer of the project
6. Prepare and facilitate the processing of payrolls of salaries and benefits for COS and JO personnel
7. Monitor the processing of payment of salaries and benefits, and provide updates to Project Leaders and employees.
8. Retrieve, manage, release, and control project incoming and outgoing documents within the prescribed deadline
9. Facilitate and monitor cash advances are liquidated within the prescribed deadline
10. Perform 5S and maintain the office area.
11. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project.
12. Conduct monthly/quarterly inventory of supplies and materials procured by the project
13. Keep and update a digital and hard copy of all project-related documents
14. Present monthly progress report.
15. Submission of weekly reports per the prescribed format on every last day of the workweek
16. Attend meetings as may be required by the Project Leader, the Research and Development Division (RDD), the PTRI, and the funding agency.
17. Perform other tasks and assignments related to the program/project based on the approved work plan

Minimum Qualifications:

Education:	Bachelors Degree
Experience:	None required
Related Training:	None required
Eligibility:	CS Professional (Second Level Eligibility)

Preferred Qualifications:

Education:	Bachelors Degree
Experience:	Preferably with experience in Project and Financial Management
Related Training:	None required
Eligibility:	CS Professional (Second Level Eligibility)

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

11-Apr-25

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:

ROSE MARTHY B. ANGELES

Administrative Officer V
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

Sgd JULIUS L. LEAÑO, JR.

Director IV

Direct link:

<https://tinyurl.com/RDD-GAA-12>

or Scan the QR Code:



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:

08-Apr-25