

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

JOB OPPORTUNITY

Position Title:	Project Administrative Assistant I	Position Code:	RDD-GAA-11
Place of Assignment:	Research and Development Division - Chemicals, Dyes, Auxillaries and By-products Utilization Section (RDD - CDABUS)	Salary Grade:	SG-10
		Salary Rate:	P30,703.00
Project Title:	FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystem in the Regions- Establishment of Natural Dye Hub		

Brief Description of Duties and Responsibilities

1. Conduct and facilitate targeted activities of the DOST-GAA funded project titled, "FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Establishment of Natural Dye Hub" within the prescribed deadline with no more than two (2) complaints
2. Facilitate posting of Equipment Outlay in PhilGEPS within the prescribed deadline with no more than two (2) complaints
3. Prepare and accomplish financial monitoring documents within the prescribed period with no more than two (2) complaints
4. Accomplish target obligation of the total budget for the project within the prescribed period with no more than two (2) complaints
5. Facilitate DOST-GAA forms and other pertinent documents are facilitated within the prescribed period with no more than two (2) revisions
6. Facilitate assigned supplier documents within the prescribed period with no more than two (2) complaints
7. Facilitate the salary of Contract of Service (COS) personnel under the project at every cut-off within the prescribed period with no more than two (2) complaints
8. Facilitate liquidation of all cash advances and reimbursement within the prescribed period with no more than two (2) complaints
9. Submission of targetted project weekly accomplishment reports every Friday with no more than two (2) revisions
10. Facilitate and submit action sheets of the targeted weekly, monthly, and quarterly meetings every week until 31 March 2025 with NMT 2 complaints
11. Upkeep and maintain assigned areas (Work station & Laboratory) weekly/periodically within the prescribed period with no more than two (2) complaints
12. Retrieve and manage project documents within the prescribed deadline with no more than two (2) complaints
13. Attendance in thirteen (13) flag-raising and flag-lowering ceremonies every Monday/Friday of the week with no more than two (2) complaints
14. Submission/compliance of other related activities relevant to the project as need arises with no more than two (2) complaints

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor of Science in Public Administration, Accounting, Marketing, or other degree relevant to the job
Experience:	One (1) year of relevant experience
Related Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility

Documentary Requirements

1. Application Letter;
2. Comprehensive Resume;
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 eligibility/ratings/license;
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent, (if any);
7. Photocopy of Training Certificates;
8. NBI Clearance (if applicant is recommended to the position); and
9. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DATE POSTED: [17 July 2025](#)

DEADLINE OF SUBMISSION: [27 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/63/RDD-GAA-11>



or Scan the QR Code:

All interested and qualified applicants are required to express their intent in writing and submit the necessary documents via the DOST-PTRI Human Resource Management System <https://hrms.dost-ptri.com/>. Please note that applications not submitted through the DOST-PTRI HRMS will not be processed.

The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employee/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.