

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

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| 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

- 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
- Facilitate posting of Equipment Outlay in PhilGEPS within the prescribed deadline with no more than two (2) complaints
- Prepare and accomplish financial monitoring documents within the prescribed period with no more than two (2) complaints
- Accomplish target obligation of the total budget for the project within the prescribed period with no more than two (2) complaints
- Facilitate DOST-GAA forms and other pertinent documents are facilitated within the prescribed period with no more than two (2) revisions
- Facilitate assigned supplier documents within the prescribed period with no more than two (2) complaints
- 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
- Facilitate liquidation of all cash advances and reimbursement within the prescribed period with no more than two (2) complaints
- Submission of targetted project weekly accomplishment reports every Friday with no more than two (2) revisions
- Facilitate and submit action sheets of the targeted weekly, monthly, and quarterly meetings every week until 31 March 2025 with NMT 2 complaints
- Upkeep and maintain assigned areas (Work station & Laboratory) weekly/periodically within the prescribed period with no more than two (2) complaints
- Retrieve and manage project documents within the prescribed deadline with no more than two (2) complaints
- Attendance in thirteen (13) flag-raising and flag-lowering ceremonies every Monday/Friday of the week with no more than two (2) complaints
- Submission/compliance of other related activities relevant to the project as need arises with no more than two (2) complaints

Minimum Qualifications:

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

Preferred Qualifications:

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| 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

- Application Letter;
- Comprehensive Resume;
- 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;
- Authenticated/certified true copy of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent, (if any);
- Photocopy of Training Certificates;
- NBI Clearance (if applicant is recommended to the position); and
- 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.