

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide VI (SG-9) 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 Technical Aide VI (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-9
Place of Assignment:	DOST-GIA Project: "Digitalization of Philippine Textiles to Protect and Sustain the Handloom Weaving Sector" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) Preferably residing in Bicutan, Taguig City	Salary Rate:	PHP 25,355.00/month

Brief Description of Duties and Responsibilities:

1. Assist in the implementation and conduct of project activities according to the approved workplan;
2. Assist in the drafting of technical presentation and materials;
3. Assist in the drafting and submission of Intellectual Property claims to the Institute within the prescribed timeline;
4. Assist in the conduct of laboratory experiments/activities as required by the project on the prescribed timeline;
5. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
6. Update and maintain materials inventory of the project and other related projects in the program;
7. Attend all project meetings and discussion as scheduled;
8. Maintain the upkeep of the assigned office and/or laboratory facility;
9. Maintain documentation and data in a laboratory notebook/digital platform to be checked on a weekly basis and update digital copy of all data, results and images;
10. Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

Education:	Completion of 2 year studies in college or High School Graduate with relevant vocational/trade course
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	None required

Preferred Qualifications:

Education:	Completion of at least 2 year studies in college, preferably related to Information Technology, Computer Science, or Graphics Design
Experience:	1 year of relevant experience
Related Training:	4 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 **12 FEB 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
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 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 FEB 2023