

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant IV (SG-13) position from the Chemical Processing Unit - Technical Services Division - DOST-PCIEERD GIA project entitled "Development of a Local Cloud-Based Digital Apparel Prototyping Platform of the PTRI-Textile Product Development Center as a response to the New Normal" is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant IV (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-13
Place of Assignment:	DOST-PCIEERD GIA project entitled "Development of a Local Cloud-Based Digital Apparel Prototyping Platform of the PTRI-Textile Product Development Center as a response to the New Normal"	Salary Rate:	PHP 37,584/month

Brief Description of Duties and Responsibilities:

1. Conduct experiments/activities of 1 regular R&D project assisted within the prescribed period.
2. Submission of technical papers on completed projects.
3. Lead in the operation and maintenance of the process equipment related to the project.
4. Assist in the conduct of the services and open lab activities related to the project.
5. Assist in the submission of the testing samples and other related documents.
6. Coordinate with research collaborators, and consultants of activities related to the project.
7. Upload datasets in the database.
8. Handle the documentation of all technical reports related to the project (i.e Quarterly Progress Report, Training Manual.)
9. Submit Weekly Report (Online).
10. Perform other tasks not specified herein but in accordance to the competencies expected from the requested position.

Minimum Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	Civil Service Eligibility Professional

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

08 JUL 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;
Authenticated/certified true copy of certificate of eligibility/ratings/license;
4. Photocopy of Transcript of Records & Diploma;
5. Performance Evaluation Rating in the last 2 rating periods or its equivalent;
6. Potential Assessment Form (to be requested from the PTRI-HRRMS);
7. Photocopy of Training Certificates;
8. NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
9. 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 IV and Officer-in-Charge,
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


JULIUS L. LEAÑO, JR.
Director IV

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: 05 JUL 2023