

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:

- Operate processing equipment (body scanner, digital cutter, textile scanner and digitizer) as part of the service.
- Secure raw data and experimental details of the project activities in a logbook, and excel file. And store all digital files to designated drive.
- Attend/Participate in seminars and training for software, hardware, and other topics related to the project.
- Conduct CAD activities such as development of CAD pattern blocks for the digitization of Filipino Wear and Contemporary wear.
- Conduct 3D simulation (3D visualization) of the developed CAD pattern to be uploaded in the digital library of patterns under the iStruktura web application
- Conduct training for the CAD software using the Istruktura web application on our collaborators as part of the 6p's target.
- Prepare weekly reports in accordance to the prescribe format.
- Prepare services related documents within the prescribed timetable.
- Conduct 5s in the functional laboratory and office work areas.
- 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:	Operating body scanner, digital cutter, textile scanner and digitizer
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:

- Application letter;
- Comprehensive Resumé;
- 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;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Please forward all applications to:

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

Requesting Official:

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