

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

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide V (SG-8) 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 Aide V (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-8
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 23,693.00/month

Brief Description of Duties and Responsibilities:

1. Prepare/forward, review, process, and collate document Purchase Requests of MCPS Section, and Cloud-Based project under the Technical Services Division.
2. Monitor the status of the Purchase Request and track the progress of the request based on the ISO procurement procedure, and ensure timely delivery.
3. Conduct canvassing of at least three (3) suppliers strictly related to MCPS Purchase requests.
4. Assist in the receiving of delivery of the Purchase Request.
5. Attend to meetings as may be required by the project leader, Technical Services Division Project (TSD) and the PTRI.
6. Prepare and present a report regarding the status of any procurement related documents of the Cloud-Based Project and MCPS section under TSD.
7. Conduct 5s in the functional laboratory and office work areas.
8. Perform other tasks not specified herein but in accordance to the competencies expected from the requested position.

Minimum Qualifications:

Education:	Completion of 2-years 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 2-years 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:	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;
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:

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. DEAÑO, 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: _____