

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:	<b>Project Technical Aide V (Contract of Service)</b>	Item No.:	<b>N/A</b>
		Salary Grade:	<b>SG-8</b>
Place of Assignment:	<b>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"</b>	Salary Rate:	<b>PHP 23,693.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Handle and facilitate communication/s with research collaborators, other organization that would need services, collaboration from the Project, and TPDC.
2. Handle the preparation of purchase request, and facilitate all procurement matters related to the project and unit.
3. Handle the documentation, and transmittal of all technical reports (i.e Financial Report, Terminal Report).
4. Prepare , monitor and facilitate monthly and quarterly financial monitoring report and all financial documentations of the project.
5. Arrange, coordinate, and facilitate appointments, meetings, and events of the Project, related and non-related to the project.
6. Receive and release incoming and outgoing pertinent documents, related and non-related to the project.
7. Transmit original copies of pertinent documents (i.e.A.O, Memo) to Records Department.
8. Maintain, organize, and secure all files, and pertinent documents of the project.
9. Conduct 5s in the functional laboratory and office work areas.
10. Perform other tasks not specified herein but in accordance to the competencies expected from the requested position.

**Minimum Qualifications:**

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

**Preferred Qualifications:**

Education:	<b>Completion of 2-years studies in college or High School Graduate with relevant vocational/trade course</b>
Experience:	<b>1 year of relevant experience</b>
Related Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>Civil Service Eligibility Professional</b>

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](http://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](mailto: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**