

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 Technical Services Division 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
Place of Assignment:	Bicutan -2023 DOST-GIA Funded Project "Establishment of Regional Yarn Production and Innovation Center-Northern Luzon"	Salary Grade:	SG-13
		Salary Rate:	PHP 37,584.00/month

Brief Description of Duties and Responsibilities:

1. Prepare and submit monthly accomplishment reports and coordinate with the Project Leader on project-related concerns
2. Draft semi-technical monthly, quarterly, and terminal reports/presentations, and monthly accomplishment reports, and coordinate with Project Leader on project-related concerns as needed
3. Coordinate project activities and assist in the conduct of quarterly and other meetings as the need arises with the representatives from SUC, DOST Regional Offices, Private Partner/s, and other stakeholders in the implementation of the program components Control and monitor the following activities of the project
4. Prepare and present weekly reports in accordance with the prescribed format
5. Ensure the timely completion of Project deliverables and outputs (6Ps) through monthly monitoring
6. Control and monitor all procurement-related activities up to deliveries and secure purchase requests, purchase orders, sales invoices, and official receipts for the purchased equipment
7. Control and monitor budget utilization, progress, and terminal reports preparation and submission to the Project Leader and Funding Agency
8. Control and monitor the preparation of Financial Reports and supporting documents using the new DOST-GIA prescribed forms
9. Prepare and coordinate with the Project Monitoring Agency (DOST-PCIEERD) for the timely submission of Project requirements
10. Attend the training/demonstration of all RYPIC-NL machines and other auxiliaries
11. Attend the RYPIC-NL and PTRI in-house on the Basic Textile Technology Course
12. Perform other related duties/tasks that may be assigned

Minimum Qualifications:

Education:	Bachelor's degree
Experience:	none required
Related Training:	none required
Eligibility:	none required

Preferred Qualifications:

Education:	Bachelor's degree
Experience:	2 yr of relevant experience
Related Training:	8 hrs 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 **29 JUN 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:

MERLITA R. ODI
Administrative Officer V 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.
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: **26 JUN 2023**