

**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-Mindanao"	Salary Grade:	SG-13
		Salary Rate:	PHP 37,584.00/month

Brief Description of Duties and Responsibilities:

1. Assist in the conduct and implementation of the project activities as per the approved work plan;
 - 1.1 Prepare and submit monthly accomplishment reports and coordinate with the Project Leader on project-related concerns;
 - 1.2 Draft semi-technical monthly, quarterly, and terminal reports/presentations, and monthly accomplishment reports, and coordinate with Project Leader on project-related concerns as needed;
 - 1.3 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;
 - 1.4 Prepare and present weekly reports in accordance with the prescribed format;
 - 1.5 Ensure the timely completion of Project deliverables and outputs (6Ps) through monthly monitoring;
2. Control and monitor the following activities of the project:
 - 2.1 All procurement-related activities up to deliveries and secure purchase requests, purchase orders, sales invoices, and official receipts for the purchased equipment;
 - 2.2 Budget utilization, progress, and terminal reports preparation and submission to the Project Leader and Funding Agency
 - 2.3 Preparation of Financial Reports and supporting documents using the new DOST-GIA prescribed forms.
3. Prepare and coordinate with the Project Monitoring Agency (DOST-PCIEERD) for timely submission of Project requirements;
4. Attend the training/demonstration of all RYPIC-Mindanao machines and other auxiliaries.
5. Attend the RYPIC-Mindanao and PTRI in-house on the Basic Textile Technology Course
6. Perform 5S of assigned work/office area; and
7. 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 relevant to the job
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. LEANO, 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