

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 Technical Services Division - Physical and Chemical Testing Section 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:	Receiving and Relasing Office -DOST PTRI-GAA Project entitled " Textile S & T Services Program 2023"	Salary Rate:	PHP 23,693.00/month

Brief Description of Duties and Responsibilities:

1. Facilitate the receiving of test requests, including the encoding and preparation of documents, and labelling samples
2. Facilitate the releasing of test reports by forwarding documents for signature of the Division Chief and scanning hard copies
3. Prepare and deliver job orders and samples to testing laboratories
4. Guide customers in filling out the quotation form and the customer satisfaction feedback in the Service Requests Registration Information System (SRIS)
5. Transmit original copies of test reports to the Records Office
6. Address simple inquiries through phone
7. Handle coordination and redirection of concerns regarding the renovation of the Testing Laboratories Customer Lounge
8. Arrange, and coordinate appointments, meetings, and events of the Physical and Chemical Testing Section (PCTS)
9. Perform other related tasks

Minimum Qualifications:

Education:	Completion of 2-yr studies in college
Experience:	1 yr relevant experience
Related Training:	4 hrs of relevant training
Eligibility:	none required

Preferred Qualifications:

Education:	Completion of 2-yr studies in college
Experience:	1 yr relevant experience
Related Training:	4 hrs of relevant training
Eligibility:	Career Service (Sub-Professional) - First Level Eligibility

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than

2 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:

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.

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:

29 JUN 2023