

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 - Physical and Chemical Testing Section is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Technical Assistant IV (Contract of Service)</b>	Item No.:	<b>N/A</b>
Place of Assignment:	<b>DOST PTRI-GAA Project entitled " Textile S &amp; T Services Program 2023"</b>	Salary Grade:	<b>SG-13</b>
		Salary Rate:	<b>PHP 37,584.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Conduct microbiology tests assigned by the Technical Manager and/or Head Microbiologist
2. Handle and prepare reference cultures
3. Conduct microbiology-related test method verification and validation
4. Conduct environmental monitoring (air quality index and surface swab)
5. Facilitate calibration and preventive maintenance of equipment
6. Prepare technical specifications for purchase requests of laboratory supplies and services
7. Coordinate with and ensure timely submission of samples to third-party testing laboratories and proficiency testing providers
8. Perform administrative tasks related to laboratory documentation such as drafting and review of documents
9. Perform other related tasks

**Minimum Qualifications:**

Education:	<b>Bachelor's degree</b>
Experience:	<b>none required</b>
Related Training:	<b>none required</b>
Eligibility:	<b>none required</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's degree (Preferably in Microbiology or related programs)</b>
Experience:	<b>Preferably in laboratory analysis</b>
Related Training:	<b>none required</b>
Eligibility:	<b>Registered Microbiologist</b>

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](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.**

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**