

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

Brief Description of Duties and Responsibilities:

1. Maintain and update project databases:
 - a. Laboratory performance reports (key performance indicators)
 - b. Procurement and budget monitoring
 - c. Other accomplishments
 - d. Photo documentation (equipment, facility, activities, etc.)
2. Consolidate inputs and prepare draft of monthly, quarterly, semi-annual, and annual progress and other technical reports and presentation using the prescribed format
3. Coordinate and communicate with other sections and units on behalf of the Quality Manager all concerns of the Physical and Chemical Testing Section (PCTS)
4. Conduct research and compile information for presentations and reports
5. Prepare draft correspondence, reports, memoranda, and other documents according to the prescribed format
6. Draft the documents related to computation of testing fees for new testing services:
 - a. Request letter
 - b. Memoranda
 - c. Detailed computation based on the DOST AO
7. Provide orientation, training, and support to new project staff assigned to DOST Grants-in-aid project
8. Organize and maintain project files and records, including Project Proposals, Quarterly/Annual Reports, Annual Procurement Plans, etc
9. Prepare and distribute agendas for laboratory staff meetings, take minutes, and distribute meeting notes
10. Perform other related tasks

Minimum Qualifications:

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

Preferred Qualifications:

Education:	Bachelor's degree
Experience:	Prefarably in Database Management
Related Training:	none required
Eligibility:	Career Service (Professional) - Second 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 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:

29 JUN 2023