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.

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

Brief Description of Duties and Responsbilities:

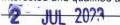
- Prepare samples, materials, and equipment for chemical testing of fibers, yarns, fabrics, garments, medical textiles, and geotextiles
- Conduct simple to highly-technical physical testing of fibers, yarns,fabrics, garments, medical textiles, and geotextiles assigned by the Technical 2. Manager
- Develop competencies in new tests 3.
- Manage laboratory supplies inventory; coordinate purchase requests
- Act as the Document Controller of the Physical Testing Unit; Assist in document revision; encode ISO 17025:2017-related documents of physical 5. testing
- Monitor temperature and relative humidity of the laboratory areas and equipment 6
- Perform administrative tasks including coordination with suppliers of good and services (e.g., calibration, proficiency testing, etc.)
- 8. Perform other related tasks

Minimum Qualifications:

Education:	Bachelor's degree
Experience:	none required
Related Training:	none required
Eligibility:	none required
Preferred Qualifica	ations.

Education:	Bachelor's degree (Preferably in Engineering or related programs)	
Experience:	Preferably in laboratory analysis	
Related Training:	none required	
Eligibility:	Licensed Engineer or 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



Documentary Requirements:

- Application letter;
- 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;
- Authenticated/certified true copy of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- 6 Peformance Evalutation Rating in the last 2 rating periods or its equivalent;
- 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
- 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

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 hearingimpaired persons.

DATE POSTED:

2 9 JUN 2023