

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
		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

Brief Description of Duties and Responsibilities:

1. Prepare samples, materials, and equipment for chemical testing of fibers, yarns, fabrics, garments, medical textiles, and geotextiles
2. Conduct simple to highly-technical physical testing of fibers, yarns, fabrics, garments, medical textiles, and geotextiles assigned by the Technical Manager
3. Develop competencies in new tests
4. Manage laboratory supplies inventory; coordinate purchase requests
5. Act as the Document Controller of the Physical Testing Unit; Assist in document revision; encode ISO 17025:2017-related documents of physical testing
6. Monitor temperature and relative humidity of the laboratory areas and equipment
7. 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 Qualifications:

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

2 JUL 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:

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

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