

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
Place of Assignment:	DOST PTRI-GAA Project entitled " Textile S & T Services Program 2023"	Salary Grade:	SG-8
		Salary Rate:	PHP 23,693.00/month

Brief Description of Duties and Responsibilities:

- Facilitate the preparation of purchase request for the chemical and microbiological testing laboratories:
 - Encode the requests using the prescribed format
 - Coordinate revisions with the concerned laboratories
 - Facilitate signing and forwarding of requests to PPGSS
- Manage laboratory databases (project procurement and budget monitoring sheet):
 - Encode details of the purchase request and relevant dates
 - Ensure completeness of entries
 - Indicate status of procurement
- Obtain quotations for items to be purchased (chemical and microbiological testing)
- Coordinate with suppliers for the timely delivery of services and supplies
- Prepare Obligation Request and Status, Disbursement Voucher, and other procurement documents related to the project
- Perform routine clerical tasks including but not limited to recording of incoming and outgoing documents
- Facilitate processing of salaries of contract of service (COS) project staff assigned to the Physical and Chemical Testing Section (PCTS)
- Manage office supplies inventory
- Perform other related tasks

Minimum Qualifications:

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

Preferred Qualifications:

Education:	Completion of 2-yr studies in college
Experience:	Preferably in procurement and laboratory operations
Related Training:	none required
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 JUL 2023

Documentary Requirements:

- Application letter;
- Comprehensive Resumé;
- 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;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- 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:


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