

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 Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) 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-GIA Project: "Regeneration of Spent Liquor in Bamboo Textile Fiber (BTF) Production Towards Circularity and Efficiency in BTF Processing" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Grade:	SG-8
		Salary Rate:	PHP 23,693.00/month

Brief Description of Duties and Responsibilities:

1. Assist in the preparation of Abstract of Canvass and Purchase Order under Alternative Modes of Procurement such as Shopping, Negotiated Procurement, and Direct Contracting for the Research and Development Division (RDD) projects;
2. Assist in the routing of Bidding Documents for the procurement under Public Bidding of various equipment and infrastructure projects of RDD;
3. Assist in the canvassing of office and laboratory supplies and equipment for RDD projects;
4. Assist in monitoring various Purchase Orders and Notice to Proceed issued to suppliers for RDD projects;
5. Assist in the preparation of the List of Accredited Suppliers, Supplier's Evaluation Sheet, and Supplier's Information Sheet for newly accredited suppliers in compliance with ISO 9001:2015 Quality Management System;
6. E-mail documents to various suppliers and assist in the incoming and outgoing calls of PPGSS;
7. Assist in routine clerical tasks and errands of other employees;
8. Perform other related activities that may be assigned from time to time.

Minimum Qualifications:

Education:	Completion of 2 year studies in college or High School Graduate with relevant vocational / trade course
Experience:	1 year of relevant experience
Related Training:	4 hours relevant training
Eligibility:	None required

Preferred Qualifications:

Education:	BS Accounting Technology/BS Accountancy
Experience:	1 year of relevant experience
Related Training:	4 hours relevant training
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than

21 MAR 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:

RICHARD G. APUYAN
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:

Ciam
CORAZON I. TAPULGO
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,

DATE POSTED: 16 MAR 2023