

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide I (SG-4) position from the Technical Services Division - DOST GIA project entitled "Smarter OneLab for Industry 4.0 through Testing and Calibration, Education, and Discovery (OneLab for TED)" is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Aide I (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-4
Place of Assignment:	DOST GIA project entitled "Smarter OneLab for Industry 4.0 through Testing and Calibration, Education, and Discovery (OneLab for TED)"	Salary Rate:	PHP 18,703.00/month

Brief Description of Duties and Responsibilities:

1. Prepare test reports based on final worksheets of testing personnel following the prescribed format;
2. Assist in records management including but not limited to labelling, filing, disposal, and creating and backing up of digital copies;
3. Manage office and laboratory supplies inventory; coordinate purchase requests;
4. Assist in the management of laboratory databases; encode and ensure completeness of entries;
 - a. Test requests (customers, tests, samples, income)
 - b. Procurement and budget monitoring;
5. Draft simple correspondences and reports;
6. Handle coordination on office equipment maintenance and troubleshooting;
7. Perform other related tasks.

Minimum Qualifications:

Education:	Completion of 2 year studies in college
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Completion of 2 year studies in college
Experience:	None required
Related Training:	None required
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 22 MAY 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:

MERLITA R. ODI
Administrative Officer V and Office-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:

17 MAY 2023