

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 - 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:      | <b>Project Technical Assistant IV (Contract of Service)</b>   | Item No.:     | N/A              |
|                      |   | Salary Grade: | SG-13            |
| Place of Assignment: | <b>DOST GIA project entitled "Smarter OneLab for Industry 4.0 through Testing and Calibration, Education, and Discovery (OneLab for TED)"</b> | Salary Rate:  | PHP 37,584/month |

**Brief Description of Duties and Responsibilities:**

1. Assist in the implementation and conduct of project activities according to the approved workplan
2. Draft and submit periodic project reports and other documents in accordance with the DOST-GIA formats within the prescribed timeline (e.g., monthly, quarterly, terminal reports; cash program; reprogramming requests, etc.)
3. Coordinate with other sections/units in the Institute regarding the implementation of project activities
4. Prepare project accomplishment presentations
5. Represent PTRI as the Customer Relation Officer (CRO) to the OneLab network of laboratories
6. Update the entries in the DOST Unified Laboratory Information Management System (list of customers and tests/packages)
7. Facilitate processing and coordination of referral requests
8. Maintain and update project databases:
9. Laboratory performance reports (key performance indicators)
10. Photo documentation (equipment, facility, activities, etc.)
11. Training conducted
12. Facilitate applications for the recognition of testing personnel as technical/subject matter experts and of the testing laboratories for different regulatory and voluntary accreditations
13. Develop training modules and facilitate application and conduct of PRC-accredited training programs
14. Draft correspondence and other formal documents such as MOU/MOA for partnerships and collaborations with identified stakeholders
15. Prepare promotional materials in coordination with OD-TIPS
16. Perform other related tasks

**Minimum Qualifications:**

|                   |  |
|-------------------|--|
| Education:        | <b>Bachelor's Degree relevant to the job</b> |
| Experience:       | <b>None required</b>                         |
| Related Training: | <b>None required</b>                         |
| Eligibility:      | <b>None required</b>                         |

**Preferred Qualifications:**

|                   |  |
|-------------------|--|
| Education:        | <b>Bachelor's Degree relevant to the job</b> |
| Experience:       | <b>None required</b>                         |
| Related Training: | <b>None required</b>                         |
| Eligibility:      | <b>None required</b>                         |

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](http://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 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](mailto: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