

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

Brief Description of Duties and Responsibilities:

1. Assist in implementation and conduct of project activities according to the approved workplan
2. Monitor project purchasing/procurement activities
3. Update the project budget and procurement monitoring sheet
4. Maintain and upload required documents to the Project Management Information System (PMIS) database
5. Handle coordination with PTRI-PPGSS
6. Preparation of End-user Evaluation, Abstract of Canvass, Obligation Request and Status, Budget Utilization Request and Status and other procurement documents related to the project
7. Posting of Request for Quotation (RFQ), Invitation to Bid, Supplemental Bid Bulletin, Notice of Award, Contract/Purchase Order, Notice to Proceed, and closing of transactions at PhilGEPS
8. Canvassing of items to be purchased
9. Coordination with suppliers
10. Prepare documents in accordance with the DOST-GIA formats to be submitted to monitoring agency including but not limited to:
11. List of Equipment Purchased
12. Copies of purchase documents such as Purchase Request (PR), Purchase Order (PO), Delivery Receipt (DR), Official Receipt (OR), Sales Invoice (SI), and Property Acknowledgement Receipt (PAR)
13. List of Personnel Involved
14. Facilitate processing of salaries and honoraria of project staff
15. Draft minutes of meetings and travel reports and facilitate documents for liquidation or reimbursement
16. Update the master list of accredited suppliers (Appendices Q and Q1) per requirement of ISO 17025:2017
17. Perform other related task

Minimum Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's Degree relevant to the job
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 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:

17 MAY 2023