

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:**

- Under supervision, conceptualize, develop, write, and compile the code of the programming applications as per specifications of the Property and Procurement Management Information System
- Conduct database administration and management including but not limited to conduct of system and database back-up and updating of the security features of the Service Request Information System (SRIS)
- Assist the Project Technical Specialist in the implementation of the work plan
- Maintain and troubleshoot all network and computer related issues in the testing laboratories
- Manage and maintain the structured cabling system of the testing laboratories
- Compile and write documentation (e.g. manuals and how-to's) of programs developed and subsequent revisions, inserting comments in the coded instructions so other can understand the program
- Provide assistance in the planning and ICT activities
- 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 (Preferably in Computer Science, Computer Engineering; Information Technology and other allied courses)
Experience:	1 year of relevant experience (Preferably Knowledge in web programming using PHP, MYSQL)
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:**

- Application letter;
- Comprehensive Resumé;
- 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;
- 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:

**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