

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Specialist I (SG-16) 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 Specialist I (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-16
		Salary Rate:	PHP 47,606.00/month

Brief Description of Duties and Responsibilities:

1. Conceptualize, develop, write and compile the code of the programming applications as per specifications of the Laboratory Information Management System (LIMS)
2. Write, analyze, review and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic
3. Conduct database management including back-up and restoration and monitor the security of DOST Unified Laboratory Information Management System (ULIMS)
4. Prepare work plan and monthly progress reports to be submitted to the Project Coordinator
5. Consult with managerial and technical personnel to clarify program and intent, identify problems and suggest changes
6. Monitor the network system security
7. Provide technical support for system operations of the PTRI Testing Laboratories
8. Perform other related task.

Minimum Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	1 year of relevant experience
Related Training:	4 hrs. relevant training
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
Related Training:	4 hrs. 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 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. VEANO, 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