

**Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

**NOTICE OF VACANCY**

A notice is hereby given that the Project Technical Specialist I (Engineer II) (SG-16) position from the Finance and Administrative Division (FAD) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Technical Specialist I (Engineer II) (Contract of Service)</b>	Item No.:	<b>FAD-GAA-07</b>
		Salary Grade:	<b>SG-16</b>
Place of Assignment:	<b>DOST-PTRI GAA Finance and Administrative Division - Engineering and General Services (FAD-EGS)</b>	Salary Rate:	<b>PHP 52,272.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Prepare the design detailed plans, procurement request and other related necessary documents such as Bill of Quantities and Approved Agency Estimate (AAE) relative to infrastructure projects, building maintenance and repairs;
  2. Prepare the market studies/feasibility studies, technical specifications, PERT/CPM, S-Curve and other documents necessary for bidding requirements and implementation of civil works;
  3. Attend project presentations, public biddings and other meetings such as Pre-Procurement Conferences and Pre-Bid Conferences related to infrastructure procurements (civil, mechanical, electrical projects);
  4. Monitor and facilitated the compliance documents to secure approval of government authorities having jurisdiction over the design of the project particularly Environmental Compliance Certificate (ECC), Zoning permit, building permit, right of way, etc., in coordination with the City Local Government unit, DPWH, and DENR;
  5. Check the day-to-day activities site through site inspection/post-qualification during the project implementation of all infrastructure projects to ensure compliance with the approved plans and specifications as requirements to the Bids and Awards Committee;
  6. Provided technical assistance needed by DOST-Land Use Committee, stakeholders related to PTRI land area, facility and hub maintenance;
- Conduct technical review needed for the inspection reports pertaining to Infrastructure projects in accordance with the approved contract agreement;
7. Submit recommendations pertaining to contract time extension, request for payment and variation orders to the Office of the Director;
  9. Provide assistance to end-users in the implementation of civil/mechanical/electrical projects, building maintenance and repair works;
  10. Maintain the ISO 9001 Quality Management System (QMS) documents and submit the monthly/quarterly monitoring reports to QMR; Provide assistance in the development/enhancement of ISO Procedure Manual, Quality Manual and Work Instructure Manual for the
  11. policies, guidelines, systems and processes relative to facility maintenance;
  12. Supervised and monitored the building maintenance reports per quarter;
  13. Review Vehicle Trip Tickets, Vehicle Request Form and Charge Order;
  14. Submit reports on planning and other documentary requirements pertaining to Infrastructure projects as required by the Design and Build Committee;
  15. Perform other related tasks assigned from time to time by the Office of Director and Chief Administrative Officer;
  16. Liquidate cash advances within the reglementary period set by COA.

**Minimum Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>Preferably with Two (2) years of relevant experience</b>
Related Training:	<b>(8) Eight hours of relevant training</b>
Eligibility:	<b>Career Service (Sub-Professional) / First Level Eligibility</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>Preferably with experience in Project Management / Infrastructure Projects</b>
Related Training:	<b>8 hours of relevant training</b>
Eligibility:	<b>Career Service (Sub-Professional) / First Level Eligibility</b>

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **29 December 2024**:

**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:

Requesting Official:

**ROSE MARTHY B. ANGELES**  
Administrative Officer V  
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

Sgd **JULIUS L. LEAÑO, JR.**  
Director IV

*Direct link:*

<https://tinyurl.com/FAD-GAA-07>

*or Scan the QR Code:*



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: 26-Dec-24

