

**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 Office of the Director, Planning and Information and Communication Technology Staff (OD-PICTS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant IV (Computer Programmer) (Contract of Service)	Item No.:	PICTS-GAA-02
		Salary Grade:	SG-13
Place of Assignment:	DOST-GAA Project titled: Enhancement and Maintenance of the PTRI ICT Infrastructure (OD-PICTS)	Salary Rate:	PHP 41,305.00/month

Brief Description of Duties and Responsibilities:

- Under supervision, conceptualize and prepare analysis and design of the Procurement Management and Information System (ProcMIS) Financial Module such as flow chart, diagrams, and software requirements specifications;
- Develop, write, and compile the programming applications based on the specifications of the Procurement Management and Information System (ProcMIS)-Financial Module;
- Prepare technical documentation and conduct training on the use of the Financial Module of the ProcMIS;
- Conduct beta and parallel testing and modify and/or debug errors or any issues that arise during the beta and parallel testing;
- Conduct maintenance of the Philippine Textiles Portal (including but not limited to weekly backups, updates, patches, antivirus scans, and network monitoring);
- Assist in the conduct of computer systems troubleshooting and technical assistance during the Institute's events and other activities;
- Assist in the uploading of materials to the PTRI website
- Perform other related tasks as may be assigned.
 - Prepare and submit bi-weekly reports of activities
 - Assist in the planning activities
 - Perform housekeeping of the workplace

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	CS Professional (Second Level Eligibility)

Preferred Qualifications:

Education:	Bachelor's Degree preferably in Computer Science; Computer Engineering; Information Technology and other related courses
Experience:	None required
Related Training:	None required
Eligibility:	CS Professional (Second Level Eligibility)

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **27 December 2024**:

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 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:

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/PICTS-GAA-02>

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: 23-Dec-24