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.

Postion Title:	**Project Technical Assistant IV (Computer Programmer) (Contract of Service)**	Item No.:	**PICTS-GAA-03**
		Salary Grade:	**SG-13**
Place of Assignment:	**DOST-GAA Project titled: Enhancement and Maintenance of the PTRI ICT Infrastracture (OD-PICTS)**	Salary Rate:	**PHP 41,305.00/month**

Brief Description of Duties and Responsbilities:

1. Under supervision, develop, write/code, and compile the programming applications based on the specifications of the Events Management Information System;
2. Under supervision, design website layout and user interface of the PTRI website using the prescribed government template in WordPress;
3. Integrate data from various back-end services and databases and -perform cross-browser compatibility, user interface functionality, and general web functions;
4. Conduct beta and parallel testing and modify and/or debug errors or any issues that arise during the beta and parallel testing;
5. Perform maintenance of the Philippine Textile Congress Portal including but not limited to weekly backups, updates, patches, antivirus scans, and network monitoring;
6. Assist in the conduct of computer systems troubleshooting and technical assistance during the Institute's events and other activities;
7. Assist in the uploading of materials to the PTRI website;
8. Consolidate and compile the highlights of the project quarterly accomplishments.
9. Perform other related tasks as may be assigned.
   a. Prepare and submit bi-weekly reports of activities
   b. Assist in the planning activities
   c. 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:

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. Peformance Evalutation 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   **Sgd JULIUS L. LEAÑO, JR.**
Administrative Officer V   Director IV
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

Direct link:	
https://tinyurl.com/PICTS-GAA-03	
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**