

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant II (SG-11) position from the Technical Services Division, Chemical Testing Laboratory Unit (TSD-CTU) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant II ((Contract of Service)	Item No.:	TSD-GAA-16
		Salary Grade:	SG-11
Place of Assignment:	DOST-PTRI GAA QUALITY TESTING TEXTILES AND ALLIED PRODUCTS	Salary Rate:	PHP 36,029.00/month

Brief Description of Duties and Responsibilities:

1. Conduct testing of textiles and allied products assigned by the Technical Manager;
2. Implement quality control activities according to the quality control plan (use of reference materials, retesting, etc.);
3. Conduct intermediate checking of equipment;
4. Participate in inter/intralaboratory comparisons and proficiency testing programs;
5. Manage laboratory supplies inventory; Prepare technical specifications for purchase requests of laboratory supplies and services;
6. Assist in the conduct of stakeholder engagements, promotional activities, and similar activities;
7. Perform administrative tasks related to laboratory documentation such as drafting and review of documents;
8. Perform administrative tasks including coordination with suppliers of good and services (e.g., calibration, proficiency testing, etc.);
9. Maintain organized and functional laboratory and office work areas;
10. Maintain project documentation and data including but not limited to photos, worksheets, and discussion notes;
11. Perform other related tasks

Minimum Qualifications:

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

Preferred Qualifications:

Education:	Bachelor's Degree(Preferably in Microbiology, Bilogy, or related programs)
Experience:	None required(Preferably in Laboratory analysis)
Related Training:	None required
Eligibility:	CS Professional (Secon Level Eligibility)

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) 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/TSD-GAA-16	
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