

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

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide VI (SG-9) position from the Technical Services Division, Mechanical Testing Laboratory Unit (TSD-MTU) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Aide VI ((Contract of Service)	Item No.:	TSD-GAA-17
		Salary Grade:	SG-9
Place of Assignment:	DOST-PTRI GAA QUALITY TESTING TEXTILES AND ALLIED PRODUCTS	Salary Rate:	PHP 27,871.00/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. Monitor temperature and relative humidity of the laboratory areas and equipment;
4. Assist in the management of laboratory supplies inventory;
5. Participate in inter/intralaboratory comparisons and proficiency testing programs;
6. Draft and submit technical reports and presentations;
7. Oversee records management and good housekeeping, including sample retention and disposal of the Chemical Testing Laboratory;
8. Maintain organized and functional laboratory and officework areas;
9. Maintain project documentation and data including but not limited to photos, worksheets, and discussion notes;
10. Perform other related tasks

Minimum Qualifications:

Education:	Completion of 2 year studies in college or High School Graduate with relevant vocational /trade course
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's Degree(Preferably in Engineering 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-17	
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