

**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, Physical Testing Laboratory Unit (TSD-PTU) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Technical Assistant II ( (Contract of Service)</b>	Item No.:	<b>TSD-GAA-18</b>
		Salary Grade:	<b>SG-11</b>
Place of Assignment:	<b>DOST-PTRI GAA QUALITY TESTING TEXTILES AND ALLIED PRODUCTS</b>	Salary Rate:	<b>PHP 36,029.00/month</b>

**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 equipment maintenance and calibration and update equipment history
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:	<b>Bachelors degree</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>CS Professional ( Second Level Eligibility)</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree( Preferably in Microbiology, Biology, or related programs)</b>
Experience:	<b>None required( Preferably in Laboratory analysis)</b>
Related Training:	<b>None required</b>
Eligibility:	<b>CS Professional ( Second 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

<p>Direct link: <a href="https://tinyurl.com/TSD-GAA-18">https://tinyurl.com/TSD-GAA-18</a></p> <p>or Scan the QR Code:</p> 
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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