

**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-19</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. Perform equipment preventive maintenance according to schedule;
4. Conduct regular inspection and monitoring of electrical systems of testing and auxiliary equipment to identify potential issues or hazards in the testing laboratories;
5. Respond to service requests and troubleshoot issues as they arise including but not limited to the repair or replacement of faulty electrical or air conditioning components;
6. Assist in the conduct of stakeholder engagements, promotional activities, and similar activities;
7. Act as safety officer of the testing laboratories;
8. Maintain organized and functional laboratory and office work areas;
9. Maintain equipment records such as preventive maintenance checklists, equipment history, etc.;
10. Perform other related tasks

**Minimum Qualifications:**

Education:	<b>Bachelor's 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 Electrical and Air-conditioning maintenance)</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

Direct link:

<https://tinyurl.com/TSD-GAA-19>

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