

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

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant I (SG-10) 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:	Project Technical Assistant I (Contract of Service)	Item No.:	TSD-GAA-22
		Salary Grade:	SG-10
Place of Assignment:	DOST-PTRI GAA QUALITY TESTING TEXTILES AND ALLIED PRODUCTS	Salary Rate:	PHP 30,703.00/month

Brief Description of Duties and Responsibilities:

1. Provide overall assistance with the implementation of the Quality Assurance Program
2. Facilitate the preparation of purchase requests:
 - a. Encode the requests using the prescribed format
 - b. Coordinate revisions with the concerned laboratories
 - c. Facilitate signing and forwarding of requests to PPGSS
3. Manage laboratory databases (project procurement and budget monitoring sheet):
 - a. Encode details of the purchase request and relevant dates
 - b. Ensure completeness of entries
 - c. Indicate status of procurement
 - d. Coordinate with suppliers for the timely delivery of services
4. Prepare and manage office supplies inventory
5. Facilitate processing of travel documents, liquidation, and/or reimbursement
6. Assist in the conduct of stakeholder engagements, promotional activities, and similar activities
7. Communicate all Institute announcements and concerns to PCTS staff and represent the section as the PCTS secretariat; and coordinate with other sections and units on behalf of the Quality Manager
8. Facilitate processing of salaries of contract of service (COS)
9. Address simple inquiries through phone or email
10. Arrange and coordinate appointments, meetings, and events
11. Maintain organized and functional office areas
12. Perform other related tasks

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 Microbiology, Biology, or related programs)
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 **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://bit.ly/TSD-GAA-22 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