

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

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant IV (SG-13) 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 IV(Contract of Service)	Item No.:	TSD-GAA-ONELAB-03
Place of Assignment:	DOST-PTRI GAA Project titled: "Smarter OneLab for Industry 4.0 through Testing and Calibration, Education, and Discovery (OneLab for TED)" Year 3	Salary Grade:	SG-13
		Salary Rate:	PHP41,305.00/month

Brief Description of Duties and Responsibilities:

1. Conduct testing of textiles and allied products assigned by the Technical Manager; review worksheets
2. Develop competencies in new tests
3. Maintain and upload required documents to the Project Management Information System (PMIS) database
4. Prepare and submit intralaboratory comparison design to PAB prior to implementation; participate in proficiency testing programs, when available
5. Prepare documents in accordance with the DOST-GIA formats to be submitted to monitoring agency such as but not limited to: List of Equipment Purchased, List of Personnel Involved, etc.
6. Update the entries in the DOST Unified Laboratory Information Management System (list of customers and tests/packages)
7. Update the master list of accredited suppliers and database of testing equipment and tools/accessories
8. Act as the Assistant Document Controller of the Testing Laboratories; Facilitate document review, revision, and cascading of information to relevant areas
9. Compute fees for new and existing tests according to the latest DOST Guidelines
10. Assist in the conduct of stakeholder engagements, promotional activities, and similar activities
11. Provide administrative support to the improvement of the existing DOST Unified Laboratory Information Management System (ULIMS) and Service Requests Registration Information System (SRIS) and the development of PTRI Laboratory Information Management System (LIMS)
12. Maintain organized and functional laboratory and office areas
13. Perform other related activities.

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 Chemistry or related field) Bachelor's degree (Preferably in Engineering or related programs)
Experience:	one required (Preferably in laboratory analysis)
Related Training:	none required
Eligibility:	Civil Service-Professional Eligibility / Licensed Engineer

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **06 January 2025**:

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
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-ONELAB-03	
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

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