

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

Position Title:	<b>Project Technical Assistant IV(Contract of Service)</b>	Item No.:	<b>TSD-GAA-ONELAB-04</b>
Place of Assignment:	<b>DOST-PTRI GAA Project titled: "Smarter OneLab for Industry 4.0 through Testing and Calibration, Education, and Discovery (OneLab for TED)" Year 3</b>	Salary Grade:	<b>SG-13</b>
		Salary Rate:	<b>PHP41,305.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Conduct testing of textiles and allied products assigned by the Technical Manager; review worksheets and certify microbiological test reports
2. Develop competencies in new tests
3. Handle and prepare reference culture
4. Participate in inter/intralaboratory comparisons and proficiency testing programs
5. Conduct environmental monitoring (air quality index and surface swab)
6. Implement quality control activities according to the quality control plan (use of reference materials, retesting, etc.)
7. Conduct test method verification and validation
8. Participate in internal audits and external assessments
9. Facilitate calibration and preventive maintenance of equipment
10. . Oversee records management and good housekeeping, including sample retention and disposal
11. Coordinate with and ensure timely submission of samples to third-party testing laboratories and proficiency testing providers
12. Perform administrative tasks related to laboratory documentation such as drafting and review of documents
13. Prepare and submit weekly reports and coordinate with the Quality Manager on testing-related concerns
14. Maintain organized and functional laboratory and office work areas
15. Perform other related activities.

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

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](http://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-04>

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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