

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

**NOTICE OF VACANCY**

A notice is hereby given that the Project Technical Aide I (SG-4) position from the Technical Services Division, Receiving and Releasing Office (TSD -RRO) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Technical Aide I(Contract of Service)</b>	Item No.:	<b>TSD-GAA-ONELAB-05</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-4</b>
		Salary Rate:	<b>PHP20,200.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Assist in records management including but not limited to labelling, filing, disposal, and creating and backing up of digital copies
2. Assist in document control including but not limited to photocopying, formatting, and distribution
3. Perform routine clerical tasks including but not limited to recording of incoming and outgoing documents
4. Assist in the processing of requests and referrals
  - a. Receiving and releasing of samples through courier service
  - b. Sending of samples to referral laboratories
  - c. Sending of test reports through courier
  - d. Pick up of payment and samples
5. Answer and redirect phone calls
6. Manage office supplies inventory; coordinate purchase requests
7. Handle coordination on office equipment maintenance and troubleshooting
8. Maintain organized and functional office work areas (Receiving and Releasing Office, Laboratory Management Documentation Room, and Customer Lounge)
9. Arrange, and coordinate appointments, meetings, and events
10. Perform other related activities.

**Minimum Qualifications:**

Education:	<b>Completion of 2-year studies in college</b>
Experience:	<b>none required</b>
Related Training:	<b>none required</b>
Eligibility:	<b>none required</b>

**Preferred Qualifications:**

Education:	<b>Completion of 2-year studies in college</b>
Experience:	<b>none required</b>
Related Training:	<b>none required</b>
Eligibility:	<b>none required</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

<p><i>Direct link:</i></p> <p><a href="https://tinyurl.com/TSD-GAA-ONELAB-05">https://tinyurl.com/TSD-GAA-ONELAB-05</a></p> <p><i>or Scan the QR Code:</i></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

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