

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Science Aide (SG-4) position of the Research and Development Division is vacant. The aforesaid position is proposed to filled up immediately.

Position Title : Science Aide  
Item No. : Contractual Position  
Salary Grade : SG-4  
Salary rate : 17,280.00/month

Qualification Requirements:

Education : Elementary School Graduate  
Experience : None required  
Related Training : None required  
Eligibility : None required  
Place of Assignment : DOST PCAARRD-GIA Project: "Community-Level Textile Raw Material Integration Towards Self-sufficient Philippine Textile Manufacturing of PROTex" of the Natural Fiber Utilization Section, Research and Development Division

Brief Description of Duties and Responsibilities:

1. Prepare materials and assist in the actual conduct of bamboo species in harvesting, pre-treatment, processing, and production of bamboo textile fibers.
2. Assist in the operation and maintenance of bamboo fiber, yarn textile facility in DOST-PTRI.
3. Assist in the maintenance of supplies and materials for inventory related to the project.
4. Perform other tasks not specified herein but in accordance with the competencies expected from the requested position.

Remarks:

- 1.
- 2.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than 21 DEC 2021.

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 2 pcs. passport size picture with signature over handwritten name;
4. Photocopy of certificate of eligibility/ratings/license (submit authenticated copy upon the date of interview);
5. Photocopy of Transcript of Records & Diploma (Certified true copy);
6. Performance Evaluation Rating in the 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested at the PTRI-HRRMS);
8. Photocopy of Training Certificates (submit certified true copy upon date of interview);
9. NBI Clearance (if not available, submit the online booking slip upon the date of pre-qualifying examination); and
10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Requesting Official:

  
CELINA B. ELUMBA  
Director IV

Please forward all applications to:

CORAZON I. TAPULGO  
Chief, Finance and Administrative Division and  
Chairperson, PTRI Human Resource Merit  
Promotion and Selection Board (PTRI-HRMPSB)  
PHILIPPINE TEXTILE RESEARCH INSTITUTE  
Room 300, PTRI Building, DOST South Compound  
General Santos Avenue, Bicutan, Taguig City  
Telephone No. 8372071-82 local 2362;  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

OR

MATT ANTHONY M. PAREJA  
Head  
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 2377; 2378  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

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 : 17 DEC 2021