

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

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

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

Qualification Requirements:

Education : Completion of two years studies in college  
Experience : None required  
Related Training : None required  
Eligibility : None required  
Place of Assignment : DOST PCAARRD-GIA Project - "Field Verification of the Bamboo Textile Material Production and Treatment Technology" of the Natural Fiber Utilization Section, Research and Development Division

Brief Description of Duties and Responsibilities:

1. Perform administrative functions such as salary preparation, records meeting and action sheet, online record keeping and updating, communication within and outside the project;
2. Assist in the handling of financial concerns such as monitoring and control of approved LIB, and liquidation of cash advances;
3. Prepare, facilitate, monitor, and update procurement documents;
4. Submit reportorial requirements and integration of reportorial inputs;
5. Participate in all RDD meeting; and
6. Perform other related activities.

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 30 NOV 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:

  
CELIA 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 : 25 NOV 2021