

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Science Research Analyst I (SG-11) position from the Research and Development Division (RDD) is vacant (anticipated). The aforesaid position is proposed to be filled up immediately.

Position Title : Science Research Analyst (Anticipated Vacancy)
Item No. : PTRIB-SRAN-17-1998
Salary Grade : SG -11
Salary rate : P23,877.00/month
Plus other benefits under RA 8439

Qualification Requirements:

Education : Bachelor's degree relevant to the job
Experience : None required
Related Training : None required
Eligibility : Career Service (Professional)
Second Level Eligibility
Place of Assignment : Research and Development Division

Brief Description of Duties and Responsibilities:

1. Assist/support in the conduct of R&D activities:
 - a. Over-all in-charge of the operation, coordination and harmonization of activities of the RDD Secretariat;
 - b. Acts as Division Document Custodian (DC);
 - c. Reviews/controls all documents; and
 - d. Maintain/update the Division Calendar
2. Handles and facilitates the administrative and financial concerns of the Division:
 - a. Monitor and analyze the Weekly Progress Report of all RDD Staff, Monthly Blue Sheets (Monitoring Form) and Quarter Reports and Semestral Updates;
 - b. Receive/release, review and control all incoming and outgoing documents;
 - c. Digitize files, record Division files, and documents;
 - d. Handles/manages documents and records in electronic platforms/domains; and
 - e. Consolidate process and evaluate technical documents for submission, reportorial requirements and records
3. Acts as Executive Assistant in the Office of the Chief, RDD and the RDD Office; and
4. Performs other related tasks as maybe assigned from time to time.

Remarks:

Preferably with at least one (1) year actual experience in project management of DOST funded projects.

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 28 AUG 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 with recent picture 2 pcs. passport size with signature over handwritten name;
4. Photocopy of certificate of eligibility/ratings/license; and/or 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 last 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested from 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-HRMPBSB)
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

OR MATT ANTHONY M. PAREJA
Administrative Officer V and 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

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 : 13 AUG 2021