

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Science Research Assistant (SG-9) position of the Research and Development Division - Natural Fiber Utilization Section is vacant. The aforesaid position is proposed to filled up immediately.

Position Title : Science Research Assistant
Item No. : Contractual Position
Salary Grade : SG-9
Salary rate : 23,462.40/month

Qualification Requirements:

Education : Completion of two years studies in college
Experience : 1 year of relevant experience
Related Training : 4-hours of relevant training
Eligibility : None required
Place of Assignment : DOST-GIA Project - "Natural Fiber-based Technical Textiles for Green and Smart Indoor Installations" of the CoBUILDTex (Constructions and Building Using Indigenous Locally-developed Natural Textiles) program of the Natural Fiber Utilization Section - Research and Development Division

Brief Description of Duties and Responsibilities:

- Project core tasks
 - Conduct and implement the activities of the project as per the approved work plan
 - Conduct laboratory experiments as required by the project
 - Ensure timely submission of samples to third party testing suppliers for other tests not available in the Research and Development Division
 - Gather, collate, evaluate, analyze and process raw data and output
- Project support tasks
 - Keep and update a laboratory notebook of the project where experiments are logged
 - Draft and submit project accomplishment reports in accordance with the prescribed deadline or as needed by the project leader.
 - Assist in the maintenance of organized and functional laboratory and office work areas
 - Maintain inventory of materials and equipment
 - Prepare a weekly report of the activities undertaken related to his/her functions.
- Other tasks and assignments related to the project as maybe assigned.

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 20 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 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

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

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