

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

NOTICE OF VACANCY

A notice is hereby given that the Supervising Science Research Specialist (SG-22) position from the Research and Development Division - Chemicals, Dyes Auxiliaries and By-product Utilization Section is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title : Supervising Science Research Specialist
Item No. : PTRIB-SVSRS-2-1998
Salary Grade : SG -22
Salary rate : P68,415.00/month
Plus other benefits under RA 8439

Qualification Requirements:

Education : Bachelor's degree relevant to the job
Experience : 3 years of relevant experience
Related Training : 16 hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

Place of Assignment : Research and Development Division
Chemicals, Dyes Auxiliaries and By-product Utilization Section (RDD-CDABUS)

Brief Description of Duties and Responsibilities:

1. Conceptualize, plan, organize and oversee the implementation of all R&D projects and other activities as Section Head;
2. Conceptualize, plan, organize and conduct activities of R&D project/s;
3. Explore and establish linkages with local and foreign institutions for bilateral/multilateral collaboration in textile R&D;
4. Prepare, integrate and review project proposals, reports, communications and technical/semi-technical articles for publication;
5. Direct, integrate and conduct activities related to joint/contract researches, technology incubation and transfer, technical services and consultancy;
6. Attend and represent the Section/Division/Division Chief/Institute in meetings and committees;
7. Perform other related activities:
 - Oversee the implementation of ISO 9001 QMS of the processes related to the Section for the maintenance of accreditation/certification.

Remarks:

1. Preferably BS Chemistry, Material Science and Engineering, or Chemical Engineering;
2. With solid Research and Development (R & D) experience;
3. With experience in handling a Grants-in-Aid (GIA) Project as a Project Leader;
4. With at least one (1) ISI listed publication as first author, and
5. With at least one (1) IP registration

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 22 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 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.

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