

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Laboratory Aide I (SG-2) position from the Research and Development Division - Natural Fiber Utilization Section is vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title : Laboratory Aide I
Item No. : Contractual Position
Salary Grade : SG - 2
Salary rate : 15,348.00/month

Qualification Requirements:

Education : Elementary School Graduate
Experience : None required
Related Trainir : None required
Place of Assignment : PTRI- GAA Project " Development of Local Fabric and Promotion of the Local Fabric Industry " of Natural Fiber Utilization Section, Research and Development Division (RDD-NFUS)

Brief Description of Duties and Responsibilities:

1. To conduct maintenance of natural textile fiber in Apayao.
2. To collect pertinent data on plantation management and maintenance.
3. To assist in the conduct of project activities.
4. To maintain record related to the production of natural textile fiber
5. To draft report of the activities performed on a weekly basis or as needed by the project leader
6. To perform other related tasks as deemed necessary by the project leader.

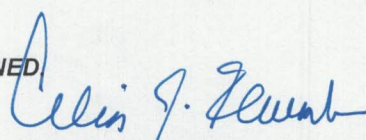
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the appllication and send to the address below not later than 15 JUL 2021

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-qulifying 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 OR
Chief Finance and Administrative Division
and Chairperson, PTRI Human Resource
Promotion and Selection Board (PTRI-
PHILIPPINE TEXTILE RESEARCH
Room 300, PTRI Bldg., General Santos
Avenue, Bicutan, Taguig City
Telephone No. 8372071 -82 local 2362;
email ad: recruitment@ptri.dost.gov.ph

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 Bldg., General Santos Avenue, Bicutan, Taguig
City
Telephone No. 8372071 -82 local 2377; 2378
email ad: 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 : 08 JUL 2021