

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Assistant I (SG-8) position of the Research and Development Division is vacant. The aforesaid position is proposed to filled up immediately.

Position Title : Project Assistant I
Item No. : Contractual Position
Salary Grade : SG-8
Salary rate : 21,901.20/month

Qualification Requirements:

Education : Completion of 4 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 - Development of a Local Cloud-Based Digital Apparel Prototyping Platform of the PTRI-Textile Product Development Center as a response to the "Now Normal" of the Chemicals, Dyes, Auxiliaries, and By-product Utilization Section, Research and Development Division (CDABUS-RDD)

Brief Description of Duties and Responsibilities:

1. Coordinate with collaborators, partner communities and government agencies regarding activities related to the project.
2. Handle and facilitate all communication/s with the research collaborators, LGUs and other organization that would need services of the project and TPDC.
3. Handle and facilitate all financial documentation of the project.
4. Receive and release incoming and outgoing correspondence and other pertinent documents.
5. Assist in the submission of the testing samples and other related documents.
6. Conduct 5s in the functional laboratory and office work areas.
7. Perform other tasks not specified herein but in accordance to the competencies expected from the requested position.

Remarks:

- 1.
- 2.

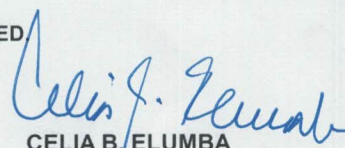
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than 26 JUL 2021.

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 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

21 JUL 2021