

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

NOTICE OF VACANCY

A notice is hereby given that the Science Aide (SG-4) 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 : Science Aide
Item No. : Contractual Position
Salary Grade : SG - 4
Salary rate : 17,280.00/month

Qualification Requirements:

Education : Elementary School Graduate
Experience : None required
Related Trainir : None required
Place of Assignment : DOST PCAARRD - GIA Project - " Community-Level Textile Material Raw Material Integration towards Self-sufficient Philippine Textiles Manufacturing of PROTex (Protective, Re engineered Occupational Technical Textiles), " of the Natural Fiber Utilization Section "- Research and Development Division

Brief Description of Duties and Responsibilities:

1. Prepare materials and assist in the actual conduct of bamboo species harvesting, pretreatment, processing of and production of bamboo textile fibers
2. Assist in the operation and maintenance of bamboo fiber, yarn textile facility in DOST-PTRI
3. Assist in the maintenance of supplies and materials for inventory related to the project.
4. Conduct 5S in the assigned area.
5. Submit reportorial requirements.
6. Participate in all RDD meeting.
7. Perform other related activities.

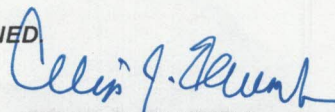
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the appllication and send to the address below not later than 12 JUL 2021

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-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 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 : 05 JUL 2021