

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

ANTICIPATED HIRING

NOTICE OF VACANCY

A notice is hereby given that the Science Research Analyst (SG-11) position from the Planning and Information and Communication Technology Staff is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title : Science Research Analyst
Item No. : Contractual Position
Salary Grade : SG - 11
Salary rate : 28,652.40/month

Qualification Requirements:

Education : Bachelor's Degree relevant to the job
Experience : None required
Related Training : None required
Eligibility : None required
Place of Assignment : DOST-GAA Project: "Medium – Term Information and Communications Technology Harmonization Initiative (MITHI) under Planning and Information and Communications Technology Staff of the Office of the Director

Brief Description of Duties and Responsibilities:

1. Under supervision, develop, write and compile the code of the programming applications as per specifications for the development of Service Requests Registration Information System
2. Prepare diagrams, flow charts and document software specifications of the system operation process and other technical documentation
3. Conduct maintenance of the Regional Yarn Production and Innovation Center Portal
4. Assist in the conduct of corrective maintenance of the computer systems and other ICT-related equipment/machineries
5. Perform other related activities

Remarks:

1. preferably BS in Computer Science, Information Technology, Computer Engineering and/or IT-related course
2. with experience in web development using development languages including but not limited to PHP/MySQL, HTML, Javascript will be an advantage

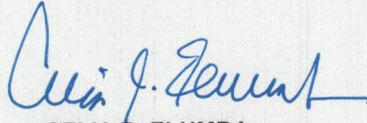
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than 12 JUL 2021

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
Chief Finance and Administrative Division
and Chairperson, PTRI Human Resource Merit
Promotion and Selection Board (PTRI-HRMP SB)
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 300, PTRI Bldg., General Santos Avenue,
Bicutan, Taguig City
Telephone No. 8372071 -82 local 2362;
email ad: 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 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