

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 (RDD) is vacant. The aforesaid position is proposed to be filled up immediately.

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|----------------------|--|---------------|---------------------|
| Position Title: | Science Aide | Item No.: | N/A |
| | | Salary Grade: | SG-4 |
| Place of Assignment: | 'DOST-GIA Project 1: Colorimetric and Performance Standardization of NatDyes Produced in Various NatDyes Hubs in the Philippines" of the Research and Development Division (RDD) | Salary Rate: | PHP 17,992.00/month |

Brief Description of Duties and Responsibilities:

- Project support tasks;
 - Maintenance of Philippine Indigo demo farm at NatDyes Center;
 - Assist in the material preparation, natural dye extraction and application to textiles/fabrics and other related laboratory activities as per the approved workplan;
 - Assists in the operation and preventive maintenance of equipment situated at NatDyes Center;
 - Assist in the preparation and submission of monthly production reports and inventory of natural dye sources and laboratory supplies/raw materials;
 - Assist in the preparation of materials/supplies for the conduct of field activities;
 - Maintain daily cleanliness/orderliness and conduct regular disinfection of assigned laboratory/office work areas;
 - Submit samples to third party testing suppliers for other tests not available in RDD;
- Other tasks and assignments related to the project as maybe assigned.

Minimum Qualifications:

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|-------------------|----------------------------|
| Education: | Elementary school graduate |
| Experience: | None required |
| Related Training: | None required |
| Eligibility: | None required |

Preferred Qualifications:

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|-------------------|----------------------------|
| Education: | Elementary school graduate |
| Experience: | None required |
| Related Training: | None required |
| Eligibility: | None required |

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 11 APR 2022:

Documentary Requirements:

- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Please forward all applications to:

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

Requesting Official:


CELIA B. ELUMBA
Director IV

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 APR 2022