

**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 Technical Services Division - Physical and Chemical Testing Section (TSD-PCTS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Science Aide</b>	Item No.:	<b>PTRIB-SCA-26-1998</b>
		Salary Grade:	<b>4</b>
Place of Assignment:	<b>Technical Services Division - Physical and Chemical Testing Section (TSD-PCTS)</b>	Salary Rate:	<b>₱16,833.00 /month</b> Plus other benefits under RA 8439

**Brief Description of Duties and Responsibilities:**

1. Communicate all Institute announcements and concerns to Unit/Section staff and represent the section as the secretariat; and coordinate with other sections and units on behalf of the Quality Manager;
2. Prepare draft simple correspondence, reports, memoranda, special orders, and other administrative documents;
3. Facilitate the receiving of S&T service requests as alternate receiving officer, including the encoding and preparation of documents, and labelling samples;
4. Facilitate the releasing of test reports through face-to-face or email transaction;
5. Maintain database of stakeholders for various industries/sectors;
6. Prepare and distribute agendas for laboratory staff meetings and project meetings; take minutes and distribute meeting notes;
7. Facilitate processing of travel documents, liquidation, and/or reimbursement;
8. Manage office supplies inventory; and
9. Perform other related activities.

**Minimum Qualifications:**

Education:	<b>Elementary School Graduate</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>None required</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's degree relevant to the job</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>Career Service (Sub-Professional) First Level Eligibility/Relevant MC 11 s. 1996</b>

Interested and qualified applicants should signify their interest in writing. Submit the following documents in PDF format (single file) arranged as enumerated to the address below not later than 20 FEB 2024:

**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](http://www.csc.gov.ph) with recent picture 2 pcs. passport size with signature over handwritten name;
4. Authenticated/certified true copy of certificate of eligibility/ratings/license;
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested from the PTRI-HRRMS);
8. Photocopy of Training Certificates;
9. NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
10. Medical Certificate (if applicant is recommended to the position).

**APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Please forward all applications to:

**ROSE MARTHY B. ANGELES**  
Administrative Officer V and Head  
Human Resource and Records Management Section  
PHILIPPINE TEXTILE RESEARCH INSTITUTE  
Room 314, PTRI Building, DOST South Compound  
General Santos Avenue, Bicutan, Taguig City  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

DATE POSTED:

10 FEB 2024

Requesting Official:

**JULIUS L. LEANO, JR.**  
Director IV

Direct link:

<https://me-qr.com/kICt4twp>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEO), interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, religion, political affiliation, including persons with disabilities (PWD) and members of the indigenous communities are encouraged to apply. DOST-PTRI has the following available facilities like: 1. elevator and ramp for PWD; 2. construction of rest rooms for SOGI; and 3. provision of LCD projector, screen and speaker for visually and hearing-impaired persons.