

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Science Aide (SG-4) position of the Research and Development Division is vacant. The aforesaid position is proposed to filled up immediately.

Position Title : (2) Science Aide  
Item No. : Contractual Position  
Salary Grade : SG-4  
Salary rate : 17,992.00/month

**Qualification Requirements:**

Education : Elementary School Graduate  
Experience : None required  
Related Training : None required  
Eligibility : None required  
Place of Assignment : DOST-GIA Project : "Natural Fiber-based Technical Textiles for Smart Indoor Installations- Year 2" of the Research and Development Division

**Brief Description of Duties and Responsibilities:**

1. Assist in material preparation, natural fiber extraction, and other related laboratory activities in relation to the project.
2. Assist in the operation and preventive maintenance of equipment situated at the Natural Textile Fiber Innovation Center.
3. Assist in the preparation and submission of monthly production reports and inventory of laboratory supplies and raw materials.
4. Maintain daily cleanliness/orderliness and conduct regular disinfection of the pretreatment and storage areas and accomplish the checklist for the purpose
5. Perform other related duties/tasks that may be assigned.

**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 18 MAR 2022.

**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 2 pcs. passport size picture 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 last 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](mailto: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](mailto: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 : 16 MAR 2022