

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Science Research Analyst (SG-11) position of the Research and Development Division is vacant. The aforesaid position is proposed to 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-GIA Project: "Integrated Community-scale Textile Fiber Innovation Hubs in Northern Luzon" of the Natural Fiber Utilization Section, Research and Development Division

**Brief Description of Duties and Responsibilities:**

1. Conduct laboratory experiment as required by the project.
2. Gather, collate, evaluate, analyze, and process raw data and output.
3. Ensure timely submission of samples to third party testing supplier for other tests not available in the Research and Development Division.
4. Keep and update a laboratory notebook of the project where experiments are logged.
5. Draft technical papers and intellectual property.
6. Draft and submit accomplishment reports in accordance with the prescribed deadline or as needed by the project.
7. Attend to training and seminar as may be required by the project.
8. Identify and draft technical specification of laboratory supplies, materials and chemicals.
9. Coordinate with partner Institution regarding materials for testing and processing.
10. Ensure timely submissions of project technical reportorial documents.
11. Ensure availability and keep inventory of necessary laboratory chemical, supplies and materials.
12. Prepare weekly reports in accordance to the prescribed format.
13. Prepare and present weekly/monthly/quarterly project progress/accomplishment report or may be needed by the project.
14. Assist in the maintenance of the natural fiber utilization section laboratory.
15. Perform other tasks not specified herein but in accordance to the competencies expected from the requested position.

**Remarks:**

1. Preferably a graduate of BS Chemical Engineer, Materials Science Engineer or equivalent courses.
2. Preferably with RA 1080 (Chemist Clerical Technician).


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 26 FEB 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 (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 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 : 23 FEB 2022