

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 : Science Aide  
Item No. : Contractual Position  
Salary Grade : SG-4  
Salary rate : 17,280.00/month

Qualification Requirements:

Education : Elementary School Graduate

Experience : None required

Related Training : None required

Eligibility : None required

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

Brief Description of Duties and Responsibilities:

1. Directly coordinate with the Non-Timber Forest Products (NTFP-EP Philippines) with regards to the field activities of the project.
2. Serve as the field coordinator that will direct coordinate with the partner communities on the implementation of field activities.
3. Assist in the implementation of protocols set by the Research and Development Division on planting and sampling procedures of Philippine Indigo plants and other natural dye source.
4. Monitor sampling sites and prepare progress documentary report on the propagation and cultivation of Philippine Indigo and other natural dye sources.
5. Assist in planning of sample collection for the approved project.
6. Assist in collection of plant, soil, and water samples in the identified sampling sites and submit to DOST-PTRI NatDyes Center for physico-chemical analysis.
7. Gather data needed for the project.
8. Prepare materials and assist in the actual conduct of activities of the project as per the approved work plan.
9. Prepare, facilitate and oversee procurement of supplies needed by the NTFP-EP Philippines for the project.
10. Document and prepare report of expenses.
11. Prepare weekly report of the activities undertaken related to his/her functions.
12. Other tasks and assignments needed to the project as maybe 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 12 JAN 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-HRMPBSB)  
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 : 10 JAN 2022