

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Science Research Specialist I (SG-13) position of the Research and Development Division is vacant. The aforesaid position is proposed to filled up immediately.

Position Title : Science Research Specialist I
Item No. : Contractual Position
Salary Grade : SG-13
Salary rate : 33,931.20/month

Qualification Requirements:

Education : Bachelor's degree relevant to the job
Experience : 1 year of relevant experience
Related Training : 4 hours of relevant training
Eligibility : None required
Place of Assignment : DOST-GIA Project - *Development of a Local Cloud-Based Digital Apparel Prototyping Platform of the PTRI-Textile Product Development Center as a response to the "Now Normal" of the Chemicals, Dyes, Auxiliaries, and By-product Utilization Section, Research and Development Division (CDABUS-RDD)*

Brief Description of Duties and Responsibilities:

1. Develop and create TPDC website/online portal that would house the developed CAD and Visualization Software.
2. Operate and maintain various software related to the project.
3. Secure the soft copy files of all raw and processed data in a properly labeled computer drive.
4. Facilitate training and debugging activities on the use of the developed software to the collaborator.
5. Conduct services and open lab activities related to the project.
6. Populate and maintain the storage of digital data base.
7. Spearhead the functional and physical testing of the developed software.
8. Facilitate all the necessary procurement documents indicated under the equipment outlay of the project.
9. Draft and submit project accomplishment report (quarterly, semi-annually and terminal) in accordance to the project leader.
10. Prepare draft of technical and semi-technical articles for publication and application of the intellectual property (IP) to be submitted every end of the year.
11. Prepare weekly reports in accordance to the prescribe format.
12. Prepare and present monthly project progress report.
13. Assist in the maintenance of organized and functional laboratory and office work areas.
14. Attend to meetings as may be required by the project leader, the Research and Development Division (RDD) and the PTRI.
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 Computer Engineering, BS Computer Science, BS Information System and other equivalent course.
- 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 29 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 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

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

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 : 24 JAN 2022