

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Clerk II (SG-4) position from the Research and Development Division - Chemicals, Dyes, Auxiliaries, and By-products Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

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|----------------------|--|---------------|---------------------|
| Position Title: | Clerk II (Contract of Service) | Item No.: | N/A |
| | | Salary Grade: | SG-4 |
| Place of Assignment: | DOST-GIA Project: "Technical Lignocellulosic Nonwoven Textiles for the Automotive and Air Filtration Application - Year 2" of the Research and Development Division - Chemicals, Dyes, Auxiliaries, and By-products Utilization Section (RDD-CDABUS) | Salary Rate: | PHP 17,992.00/month |

Brief Description of Duties and Responsibilities:

1. Perform administrative functions such as salary preparation, records meeting and action sheet, online record keeping and updating, communication within and outside the project;
2. Assists in the handling of financial concerns such as monitoring and control of approved LIB and liquidation of cash advances;
3. Prepare, facilitate, monitor and update procurement documents;
4. Submit reportorial requirements and integration of reportorial inputs;
5. Participate in all RDD meeting; and
6. Perform other related activities.

Minimum Qualifications:

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|-------------------|--|
| Education: | Completion of two years studies in college |
| Experience: | None required |
| Related Training: | None required |
| Eligibility: | None required |

Preferred Qualifications:

| | |
|-------------------|--|
| Education: | Completion of two years studies in college |
| Experience: | None required |
| Related Training: | None required |
| Eligibility: | None required |

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 18 JUN 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 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:

MATT ANTHONY M. PAREJA
Administrative Officer V and 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 2373, 8837-0744
Email address: recruitment@ptri.dost.gov.ph

Requesting Official:


CELIA B. ELUMBA
Director IV

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: 15 JUN 2022