

**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 from the Technical Services Division - Chemical Processing Unit (TSD-CPU) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Science Research Analyst	Item No.:	PTRIB-SRAN-8-1998
		Salary Grade:	SG-11
Place of Assignment:	Technical Services Division - Chemical Processing Unit	Salary Rate:	PHP 25,439.00 /month Plus other benefits under RA 8439

Brief Description of Duties and Responsibilities:

1. Conduct the technical services to customers based on the service quality standard for Colormatching, Pretreatment, Dyeing and other related chemical processing services;
2. Assist in the conduct of regional and in-house training courses as part of the technology transfer activities of the Institute;
 - a. Preparation of materials to be used in the training
 - b. Directing the participants during the conduct of training
 - c. Assisting the participants during the conduct of training
3. Maintain cleanliness and orderliness to assigned work areas
 - a. All colormatching/dyeing equipment are properly arranged
 - b. All materials (yarns or threads) are properly labeled and tagged
 - c. All retained samples are properly identified and filled
 - d. Work station is properly upkept
4. Act as Secretariat and Document Custodian of Division in the implementation of its Quality Management System;
5. Control, organize and manage documents of the Chemical Processing Unit;
6. Perform other related activities.

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	Career Service (Professional)/Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	With actual experience in project management and computer literate (e.g. MS Office and Virtual platforms)
Related Training:	With engineering background
Eligibility:	Career Service (Professional)/Second Level Eligibility

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 04 JUL 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:

Requesting Official:

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 2377 & 2378
Email address: recruitment@ptri.dost.gov.ph


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:

14 JUN 2022