

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Science Research Assistant (SG-9) 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.

Position Title:	Science Research Assistant (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST-GIA Project: Sustainable Meltblown Nonwoven Textiles for Mask Filters and Packaging Application of the Research and Development Division - Chemicals, Dyes, Auxiliaries, and By-Products Utilization Section (RDD-CDABUS)	Salary Grade:	SG-9
		Salary Rate:	PHP 24,482.00/month

**Brief Description of Duties and Responsibilities:**

- Project core tasks;
  - Conduct and implement the activities of the project as per the approved work plan;
  - Coordinate laboratory experiments as required by the project;
  - Coordinate with third-party test providers regarding test analyses not available in the Research and Development Division;
  - Ensure timely submission of samples to third party testing suppliers for other tests not available in the Research and Development Division;
  - Gather, collate, evaluate, analyze, and process raw data and output;
- Project support tasks;
  - Keep and update a laboratory notebook of the project where experiments are logged;
  - Draft and submit project accomplishment reports in accordance with the prescribed deadline or as needed by the project leader;
  - Identify, initiate, and facilitate procurement of supplies and materials necessary for project implementation;
  - Assist in the maintenance of organized and functional laboratory and office work areas;
  - Maintain inventory of materials and equipment;
  - Prepare a weekly report of the activities undertaken related to his/her functions;
- Other tasks and assignments related to the project as maybe assigned.

**Minimum Qualifications:**

Education:	Completion of two years studies in college
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	None required

**Preferred Qualifications:**

Education:	BS in Chemistry
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 03 JUL 2022:

**Documentary Requirements:**

- Application letter;
- Comprehensive Resumé;
- 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 picture 2 pcs. passport size with signature over handwritten name;
- Authenticated/certified true copy of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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](mailto: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: 30 JUN 2022