

**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 - Natural Fiber Utilization Section (RDD-NFUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Science Research Assistant	Item No.:	PTRIB-SRAS-2-1998
		Salary Grade:	SG-9
Place of Assignment	Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Rate:	P20,402.00 /month Plus other benefits under RA 8439

Brief Description of Duties and Responsibilities:

1. Conduct of product development as part of R&D project activities; conduct of field validation activities; prepare and file intellectual property (IP) claim;
2. Implement communication strategies of R&D activities of the Division and R&D related advocacies, draft communication materials and creative collaterals; generate, develop, and update the periodic R&D research milestones/accomplishments; document R&D activities, experiments and/or products;
3. Assist in the conduct of relevant contract researches/technical services; assist in the implementation of assigned R&D project activities;
4. Prepare correspondences and communication; assist in the coordination and facilitation of internal and external meetings; and
5. Perform other related activities.

Minimum Qualifications:

Education:	Completion of two-years studies in College
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	Career Service (Sub-professional), First Level Eligibility

Preferred Qualifications:

Education:	Completion of two-years studies in College
Experience:	With experience in actual project implementation and management of any DOST funded projects
Related Training:	4 hours of relevant training
Eligibility:	Career Service (Sub-professional), First Level Eligibility

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 24 MAY 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 2377 & 2378
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:

04 MAY 2022