

**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 Office of the Director - Planning and Information and Communications Technology Staff (OD-PICTS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Science Research Analyst	Item No.:	PTRIB-SRAN-10-1998
		Salary Grade:	SG-11
Place of Assignment:	Office of the Director - Planning and Information and Communications Technology Staff (OD-PICTS)	Salary Rate:	PHP 25,439.00 /month Plus other benefits under RA 8439

Brief Description of Duties and Responsibilities:

1. Under supervision of the Planning Officer III, develop additional functionalities of the existing system and design user interface according to the specifications;
2. Perform code testing and program debugging to resolve errors encountered by the system;
3. Prepares program specifications including the use cases, detailed process flow and diagrams that describe data input, reports and logical operations of the systems to be developed;
4. Conducts database management including backup and restoration; and
5. Perform other related tasks as maybe assigned from time to time.

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 of Science in Computer Science, Information Technology, Computer Engineering or any other IT-related courses.
Experience:	Actual experience in client-server environment
Related Training:	With training relevant to the job
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 30 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:

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:

10 MAY 2022