

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 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 Analyst (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-11
Place of Assignment:	PCAARRD-GIA Project: Evaluation of Philippine Bamboo Species as a Textile Material of the Research and Development Division - Chemicals, Dyes, Auxiliaries, and By-Products Utilization Section (RDD-CDABUS)	Salary Rate:	PHP 30,527.00/month

**Brief Description of Duties and Responsibilities:**

1. Conduct laboratory experiment as required by the project;
2. Gather, collate, evaluate, analyze, and process raw data and output;
3. Ensure timely submission of samples to third party testing supplier for other tests not available in the Research and Development Division;
4. Keep and update a laboratory notebook of the project where experiments are logged;
5. Draft technical papers and intellectual property;
6. Draft and submit accomplishment reports in accordance with the prescribed deadline or as needed by the project;
7. Attend to training and seminar as may be required by the project;
8. Identify and draft technical specification of laboratory supplies, materials and chemicals;
9. Coordinate with partner Institution regarding materials for testing and processing;
10. Ensure timely submissions of project technical reportorial documents;
11. Ensure availability and keep inventory of necessary laboratory chemical, supplies and materials;
12. Prepare weekly reports in accordance to the prescribed format;
13. Prepare and present weekly/monthly/quarterly project progress/accomplishment report or may be needed by the project;
14. Assist in the maintenance of the natural fiber utilization section laboratory;
15. Perform other tasks not specified herein but in accordance to the competencies expected from the requested position.

**Minimum Qualifications:**

Education:	Bachelor's degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	None required

**Preferred Qualifications:**

Education:	Graduate of BS in Chemistry
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 **13 MAY 2022**:

**Documentary Requirements:**

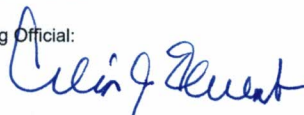
1. Application letter;
2. Comprehensive Resumé;
3. Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) with recent picture 2 pcs. passport size with signature over handwritten name;
4. *Authenticated/certified true 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](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: **10 MAY 2022**