

**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 - Natural Fiber Utilization Section (RDD-NFUS) 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:	DOST-GIA Project: "Natural Fiber-based Technical Textiles for Smart Indoor Installations - Year 2" of the Research and Development Division - Natural Fiber Utilization Section	Salary Rate:	PHP 30,527.00/month

Brief Description of Duties and Responsibilities:

1. Identify, initiate, and oversee the procurement of necessary laboratory equipment, materials, chemicals, and supply needed for the project;
2. Prepare samples for experiments/trials/verification;
3. Coordinate with the Project Leader and other project staff on project deliverables as needed;
4. Design and fabricate prototypes as required by the workplan;
5. Conduct laboratory experiments and structural analyses as required by the project;
6. Coordinate the outsourcing of testing services;
7. Keep a physical record of all raw data and processed data in a logbook;
8. Keep a digital copy of all data and results;
9. Assist in the maintenance of NFUS office and laboratories;
10. Prepare and present weekly reports in accordance with the prescribed format;
11. Prepare and present monthly project progress reports;
12. Prepare quarterly reports and terminal reports;
13. Assist in the conduct of preventive maintenance of the concrete and composite fabrication equipment and testing equipment;
14. Perform other related activities; and
15. Other tasks and assignments related to the program as maybe assigned.

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/BS Chemical Engineering
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 **17 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 2373, 8837-0744
Email address: recruitment@ptri.dost.gov.ph

Requesting Official:


CORAZON I. TAPULGO
Officer-in-Charge, Office of the Director

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