

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Science Research Specialist I (SG-13) 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 Specialist I (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-13
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 Rate:	PHP 35,758.00/month

Brief Description of Duties and Responsibilities:

1. Oversee, conduct, and implement the activities of the Project as per the approved work plan;
2. Prepare and submit monthly accomplishment reports and coordinate with the Project Leader on the project-related concerns;
3. Draft semi-technical monthly, quarterly, and terminal reports/presentations, monthly accomplishment reports, and coordinate with Project leader on project related concerns as needed;
4. Attend to meetings as may be required by the Project Leader, the Research and Development Division (RDD), the PTRI, and the funding agency;
5. Coordinate with Project partners and cooperating agencies to secure partnerships and other matters;
6. Draft and facilitate Memorandum of Agreements (MOAs) with project partners;
7. Prepare and present weekly reports in accordance with the prescribed format;
8. Prepare and present monthly, quarterly, and terminal project reports;
9. Prepare and coordinate with the Project Monitoring Agency (DOST-PCIEERD) for timely submission of Project requirements;
10. Ensure the timely completion of Project deliverables and outputs (6Ps) through monthly monitoring;
11. Perform 5S of assigned work/office area; and
12. 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:	Bachelor's degree relevant to the job
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 **04 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:


JULIUS L. LEANO JR., Ph.D
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: **29 APR 2022**