

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide VI (SG-9) position from the Research and Development Division -Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS) is vacant (anticipated). The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Aide VI (Contract of Service) (Anticipated Vacancy)	Item No.:	N/A
		Salary Grade:	SG-9
Place of Assignment:	DOST GAA-CI Project: "Establishment of Regional Natdyes Hubs and Facilities for the Production and Innovation of Philippine Natural Dyes" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS)	Salary Rate:	PHP 25,355.00/month

Brief Description of Duties and Responsibilities:

1. Assist in the implementation and conduct of project activities under the Section according to the approved workplan;
2. Conduct laboratory experiments/activities as required by the project on the prescribed timeline;
3. Ensure timely submission of samples to third-party suppliers for other tests not available in the RDD;
4. Process data and results in preparation of technical reports and manuscript drafting;
5. Assists in the drafting and submission of Intellectual property claims to the Institute;
6. Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance with DOST formats within the prescribed timeline;
7. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
8. Attend all project meetings and discussions as scheduled;
9. Maintain the upkeep of the assigned office and/or laboratory facility;
10. Maintain documentation and data in a laboratory notebook/digital platform to be checked on a weekly basis and update digital copies of all data, results, and images;
11. Conduct monthly/quarterly preventive maintenance of assigned equipment;
12. Other tasks and assignments related to the program/project may be assigned.

Minimum Qualifications:

Education:	Completion of 2 year studies in college or High School Graduate with relevant vocational/trade course
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	None required

Preferred Qualifications:

Education:	Completion of 2 year studies in college or High School Graduate with relevant vocational/trade course
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than

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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:

MERLITA R. ODI
Officer-in-Charge, 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

JULIUS L. LEAÑO, JR., PhD
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.

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DATE POSTED: _____