

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant I (SG-10) 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:	Project Technical Assistant I (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST-GIA Project: "Field Verification of Bamboo textile Fiber Technology using Giant Bamboo (Dendrocalamus asper) in Northern Mindanao" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) Preferably residing in Bukidnon/Central Mindanao	Salary Grade:	SG-10
		Salary Rate:	PHP 27,811.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct of project activities according to the approved workplan
2. Conduct the timely submission of samples to a third-party supplier for other tests not available in the RDD
3. Conduct the fiber to yarn processing of Natural Textile Fibers
4. Conduct of laboratory experiments/activities as required by the project on the prescribed timeline
5. Submission of weekly reports in accordance with the prescribed format on every last day of the work week
6. Attend all project meetings and discussion as scheduled
7. Maintain the upkeep of the assigned office and/or laboratory facility
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.
8. Other tasks and assignments related to the program/project as may be assigned.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	BS Forestry
Experience:	Preferably with atleast three (3) months experience in profiling, mapping and biometric evaluation of bamboo species
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 25 JUN 2023:

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:

MERLITA R. ODI
Administrative Officer V and 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

Requesting Official:

JENNELI E. CAYA
JULIUS L. LEANDRO
Officer-in-Charge, Office of the Director
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: 22 JUN 2023