

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Science Research Assistant (SG-9) position from the Technical Services Division - Receiving and Releasing Office (TSD-RRO) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Science Research Assistant	Item No.:	PTRIB-SRAS-4-1998
		Salary Grade:	SG-9
Place of Assignment:	Technical Services Division - Receiving and Releasing Office (TSD-RRO)	Salary Rate:	P21,211.00 /month Plus other benefits under RA 8439

**Brief Description of Duties and Responsibilities:**

1. Facilitate the acceptance of test requests and encoding of information in the Laboratory Information Management System;
2. Facilitate the release of test reports to customers;
3. Prepare and deliver job orders and labelled samples to the physical, chemical, and microbiological testing laboratories;
4. Prepare tabulated reports of income generated, value of assistance provided to customers, customer satisfaction rating, and others that may be assigned;
5. Manage correspondences through the PTRI Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE);
6. Supervise the control of incoming and outgoing documents of the PTRI Testing Laboratories;
7. Issue and retrieve customer satisfaction survey forms;
8. Attend to telephone calls/inquiries from customers; and
9. Perform other related activities.

**Minimum Qualifications:**

Education:	Completion of two-years studies in College
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	Career Service (Sub-professional)/First Level Eligibility

**Preferred Qualifications:**

Education:	Graduate of any Science or Engineering courses
Experience:	With one (1) year relevant experience
Related Training:	- With at least 4 hours of relevant training - Knowledgeable in ISO 17025:2017, Laboratory Management System, Chemical and Mechanical Testing of Textiles and Related Products, Communicating Technical Information, Technical Writing, Computer Literacy
Eligibility:	Career Service (Sub-professional)/First Level Eligibility

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 13 MAY 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](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:

Requesting Official:

**MERLITA R. ODI**

OIC, 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 2377 & 2378  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

**JULIUS L. LEAÑO, JR.**  
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:

03 MAY 2023