

**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 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:	<b>Science Research Assistant</b>	Item No.:	<b>PTRIB-SRAS-1-1998</b>
		Salary Grade:	<b>9</b>
Place of Assignment:	<b>Research and Development Division - Chemicals, Dyes, Auxiliaries, and By-products Utilization Section (RDD-CDABUS)</b>	Salary Rate:	<b>₱22,219.00 /month</b> Plus other benefits under RA 8439

**Brief Description of Duties and Responsibilities:**

1. Assist in the conduct of S&T project/s on textile-related technology;
2. Assist in the drafting of textile S&T development to be filed for Intellectual Property (IP) rights claims for protection;
3. Assist in the conduct of the other activities/projects of the Unit/Section; prepare and submit samples for testing; prepare materials for textile processing; conduct physical testing of textile fibers, yarns, and fabrics;
4. Operate and maintain S&T center/s; maintain the inventory of materials and supplies in the facilities, in-charge of preventive maintenance and up keep of its facilities; monitor operation of the engaged stakeholders; and
5. Perform other related activities including but not limited to the following: Assist, oversee, and harmonize the documentation of processes, set-ups, samples, products, and results of S&T projects of the Section for presentation and reportorial purposes; Attend assigned and scheduled meetings and events.

**Minimum Qualifications:**

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

**Preferred Qualifications:**

Education:	<b>Bachelor's degree in Physical Science and Engineering, and other related courses</b>
Experience:	<b>With at least six (6) months of experience in textile-related R&amp;D and processing</b>
Related Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>Career Service (Sub-professional)/First Level Eligibility</b>

Interested and qualified applicants should signify their interest in writing. Submit the following documents in PDF format (single file) arranged as enumerated to the address below not later than 03 DEC 2024:

**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:

**ROSE MARTHY B. ANGELES**  
Administrative Officer V and Head  
Human Resource and Records Management Section  
PHILIPPINE TEXTILE RESEARCH INSTITUTE  
Room 314, PTRI Building, DOST South Compound  
General Santos Avenue, Bicutan, Taguig City  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

Requesting Official:

**JULIUS L. LEANO, JR.**  
Director IV

DATE POSTED:

22 NOV 2024

Direct link:

<https://me-qr.com/XkkJLUrv>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEO), interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, religion, political affiliation, including persons with disabilities (PWD) and members of the indigenous communities are encouraged to apply. DOST-PTRI has the following available facilities like: 1. elevator and ramp for PWD; 2. construction of rest rooms for SOGI; and 3. provision of LCD projector, screen and speaker for visually and hearing-impaired persons.