

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-product Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Science Research Specialist I	Item No.:	PTRIB-SRAS1-5-1998
		Salary Grade:	13
Place of Assignment:	Research and Development Division - Chemicals, Dyes, Auxiliaries, and By-product Utilization Section (RDD-CDABUS)	Salary Rate:	₱32,870.00 /month Plus other benefits under RA 8439

Brief Description of Duties and Responsibilities:

1. Conducts the activities of assigned S&T project/s;
2. Assists in the conduct and implementation of other S&T projects, contract researches and product development of the Section;
3. Prepare technical and semi-technical articles for publication, and intellectual property rights claims for protection;
4. Prepare reports and draft communication, and initiate/explore possible linkages and collaboration with stakeholders;
5. In-charge of the operation, upkeep and maintenance of the S&T facility; maintain the inventory of laboratory and office supplies; and
6. Perform other related activities.

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	1 year of relevant experience in ISO 9001, Basic Textile Manufacturing, and Weaving
Related Training:	4 hours of relevant training
Eligibility:	Career Service (Professional)

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 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
Officer-in-Charge 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

Requesting Official:

JULIUS L. LEANO, JR., Ph.D
Director IV

DATE POSTED:

22 NOV 2024

Direct link:

<https://tinyurl.com/SRS1RDD>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of *Equal Employment Opportunity Principle (EEOP)*, 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.