

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Science Research Specialist II (SG 16) position from the Technical Services Division - Physical Testing Unit (TSD-PTU) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Science Research Specialist II	Item No.:	PTRIB-SRAS2-6-1998
		Salary Grade:	16
Place of Assignment:	Technical Services Division - Physical Testing Unit (TSD-PTU)	Salary Rate:	₱41,616.00 /month Plus other benefits under RA 8439

Brief Description of Duties and Responsibilities:

1. Conduct textile-related S&T services for external and internal customers;
2. Review test requests and test reports, and assist in the preparation of performance reports.
3. Conduct training/lectures on testing and quality control of textiles;
4. Conduct preventive maintenance schedule and maintain relevant documents/records;
5. Guide the document control team and the maintenance and review of the ISO/IEC 17025:2017 Laboratory Management System documents;
6. Review and update work instructions and worksheets on laboratory procedures and source latest versions of standard test methods and other references;
7. Prepare and monitor procurement reequests for laboratory supplies and equipment; and
8. Perform other related tasks as maybe assigned from time to time

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) / Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's degree relevant to the job (preferably in Engineering)
Experience:	1 year of relevant experience in ISO 17025:2017 Laboratory Management System and physical testing of textile and related products
Related Training:	4 hours of relevant training
Eligibility:	Second Level Eligibility/RA 1080 (preferably licensed Engineer)

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
Administrative Officer V
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. DELA NO, JR.
Director IV

DATE POSTED:

22 NOV 2024

Direct link:

<https://me-qr.com/1ITgeGz8>

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.