

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

**NOTICE OF VACANCY**

A notice is hereby given that the Laboratory Aide II (SG- 4) position from the Technical Services Division is vacant - The aforesaid position is proposed to be filled up immediately.

Position Title : Laboratory Aide II  
Item No. : Contractual Position  
Salary Grade : SG - 4  
Salary rate : 17,280.00/month

**Qualification Requirements:**

Education : Elementary School Graduate  
Experience : none required  
Related Training : none required  
Place of Assignment : DOST- GIA Project - " Establishment of Regional Yarn Production and Innovation Center - Northern Luzon " - Isabela State University - Ilagan Campus, Ilagan

**Brief Description of Duties and Responsibilities:**

1. Supervise and monitor operation of spinning equipment for the production of yarns other related materials.
2. Supervise the conduct of preventive maintenance activities of the Regional Yarn Production and Innovation Center.
3. Supervise of maintaining the cleanliness of the spinning in accordance with 5S policy of ISO 9001:2015.
4. Attend the training/demonstration of all RYPIC-NL machines and other auxiliaries.
5. Attend the RYPIC-NL and PTRI in-house on Basic Textile Technology Course.
6. Perform other related functions that may be assigned.

**Remarks:**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than 04 FEB 2022.

**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 2 pcs. passport size picture with signature over handwritten name;
4. Photocopy of certificate of eligibility/ratings/license (submit authenticated copy upon the date of interview);
5. Photocopy of Transcript of Records & Diploma (Certified true copy);
6. Performance Evaluation Rating in the 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested at the PTRI-HRRMS);
8. Photocopy of Training Certificates (submit certified true copy upon date of interview);
9. NBI Clearance (if not available, submit the online booking slip upon the date of pre-qualifying examination); and
10. Medical Certificate (if applicant is recommended to the position).

**APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Requesting Official:

  
**CELIA B. ELUMBA**  
Director IV

Please forward all applications to:

**CORAZON I. TAPULGO**  
Chief, Finance and Administrative Division and  
Chairperson, PTRI Human Resource Merit  
Promotion and Selection Board (PTRI-HRMPSB)  
PHILIPPINE TEXTILE RESEARCH  
Room 300, PTRI Building, DOST South Compound  
General Santos Avenue, Bicutan, Taguig City  
Telephone No. 8372071-82 local 2362;  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

OR

**MATT ANTHONY M. PAREJA**  
Head  
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)

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 : 31 JAN 2022