

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

NOTICE OF VACANCY

A notice is hereby given that the Laboratory Aide I (SG- 2) position from the Technical Services Division is vacant - The aforesaid position is proposed to be filled up immediately.

Position Title : Five (5) Laboratory Aide I
Item No. : Contractual Position
Salary Grade : SG - 2
Salary rate : 15,348.00/month

Qualification Requirements:

Education : Elementary School Graduate
Experience : none required
Related Training : none required
Place of Assignment : DOST- PTRI - GAA Project - " *Design and Production of Primary Group of Government Agencies Uniforms to Boost the Maistream Market Philippine Tropical Fabrics (PTF) in the Country through the inclusive Business Approach*"

Brief Description of Duties and Responsibilities:

1. Operate pre-treatment, spinning, weaving and knitting equipment for the production of yarns and knitted fabrics and other related textile materials.
2. Perform and assist in the preventive maintenance activities of the section.
3. Perform and assist in the inventory activities of the section.
4. Maintain cleanliness of the spinning area in accordance with 5S policy of ISO 9001:2015.
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 08 JAN 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

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

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 JAN 2022