

**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:	<b>Laboratory Aide I (Contract of Service)</b>	Item No.:	<b>N/A</b>
		Salary Grade:	<b>SG-2</b>
Place of Assignment:	DOST-PTRI GAA Project entitled: "Design and Production of Primary Group of Government Agencies Uniform to Boost the Mainstream Market of Philippine Tropical Fabrics (PTF) in the country through the inclusive business approach"	Salary Rate:	<b>PHP 15,966.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Operate the textile machineries and other related machinery for the production of NTF blended yarns, woven fabrics, dyed/finished textile materials and allied products and degummed natural textile fibers namely: Spinning, Weaving, Knitting, Dyeing and Finishing and Natural textile fiber treatment machines.
2. Perform and assist in the preventive maintenance activities of the section
3. Perform and assist in the inventory of the section
4. Maintain cleanliness of the spinning areas in accordance with 5S policy of ISO 9001:2015
5. Perform other related duties/task that may be assigned

**Minimum Qualifications:**

Education:	<b>Elementary School Graduate</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>None required</b>

**Preferred Qualifications:**

Education:	<b>Elementary School Graduate</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>None required</b>

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 19 JUN 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](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:

MATT ANTHONY M. PAREJA  
Administrative Officer V and 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

Requesting Official:

  
**CELIA B. ELUMBA**  
Director IV

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

DATE POSTED: 74 JUN 2022