

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 - RYPI-NL Facility, ISU-Ilagan Campus, Ilagan, Isabela is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Laboratory Aide I (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST GIA - funded project entitled - "Establishment of Regional Yarn Production and Innovation Center - Northern Luzon	Salary Grade:	SG-2
		Salary Rate:	PHP 15,348.00/month

**Brief Description of Duties and Responsibilities:**

1. Operate spinning equipment for the production of yarns other related materials.
2. Perform and assists in the preventive maintenance activities of the Regional Yarn Production and Innovation Center - Northern Luzon.
3. Maintain of the RYPIC - NL 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.

**Minimum Qualifications:**

Education:	Elementary School Graduate
Experience:	None required
Related Training:	None required
Eligibility:	None required

**Preferred Qualifications:**

Education:	Elementary School Graduate
Experience:	None required
Related Training:	None required
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 14 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](mailto: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 persons.

DATE POSTED:

09 JUN 2022