

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide I (SG-4) position from the Research and Development Division is vacant. The aforesaid position is proposed to be filled up immediately.

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|----------------------|---|---------------|----------------------------|
| Position Title: | Project Technical Aide I (Contract of Service) | Item No.: | N/A |
| Place of Assignment: | DOST-GAA CICA Project entitled " Establishment of NatDyes Hub" | Salary Grade: | SG-4 |
| | | Salary Rate: | PHP 18,703.00/month |

Brief Description of Duties and Responsibilities:

1. Assist in the implementation and conduct of project activities according to the approved work plan.
2. Responsible in conducting trainings that will be conducted in accordance with the project.
3. Assist in the conduct of monthly/quarterly preventive maintenance of assigned equipment.
4. Assist in the timely submission of samples to third-party suppliers for other tests not available in the RDD.
5. Attend all project meetings and discussion as scheduled.
6. Maintain an organized and functional laboratory and office work areas.
7. Submission of weekly reports in accordance with the prescribed format on every last day of the work week.
8. Other tasks and assignments related to the program/project as maybe assigned.

Minimum Qualifications:

| | |
|-------------------|-----------------------------------|
| Education: | Elementary School Graduate |
| Experience: | none required |
| Related Training: | none required |
| Eligibility: | none required |

Preferred Qualifications:

| | |
|-------------------|--|
| Education: | Completion of 2-yr studies in college |
| Experience: | at least ten (10) months of relevant experience |
| 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

07 AUG 2023 :

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:

Requesting Official:

ROSE MARTHY B. ANGELES

Administrative Officer IV and Officer-in-Charge,
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 2373, 8837-0744
Email address: recruitment@ptri.dost.gov.ph

JULIUS L. LENO JR.

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:

02 AUG 2023