

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide VI (SG-9) position from the Research and Development Division is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Aide VI (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST-GAA Project entitled " Graphene-Based Abaca Fiber Nonwoven for Wearable Armor"	Salary Grade:	SG-9
		Salary Rate:	PHP 25,355.00/month

**Brief Description of Duties and Responsibilities:**

1. Implement and conduct project activities according to the approved work plan;
2. Conduct laboratory experiments/activities as they are required by the project on the prescribed timeline;
3. Gather, collate, evaluate, analyze, and process raw data and output;
4. Ensure timely submission of samples to DOST-PTRI;
5. Coordinate the implementation of assigned activities;
6. Draft technical or semi-technical papers and/or intellectual property;
7. Draft and submit accomplishment reports in accordance with the prescribed deadline or as needed by the project;
8. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
9. Attend to training and seminar as may be required by the project leader;
10. Attend all project meetings and discussion as scheduled
11. Prepare and present weekly/monthly/quarterly project progress/ accomplishment report or as may be needed by the projects;
12. Maintain the upkeep of the assigned office and/or laboratory facility
13. Maintain documentation and data in a laboratory notebook/digital platform to be checked on a weekly basis and update digital copy of all data, results and images
14. Other task and assignments related to the program/project as may be assigned.

**Minimum Qualifications:**

Education:	Completion of 2-yr studies in college
Experience:	1 yr of relevant experience
Related Training:	4 hrs of relevant training
Eligibility:	none required

**Preferred Qualifications:**

Education:	Completion of 2-yr studies in college
Experience:	1 yr of relevant experience
Related Training:	4 hrs of relevant training
Eligibility:	none required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 09 JUL 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](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:

**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](mailto:recruitment@ptri.dost.gov.ph)

Requesting Official

  
**JULIUS L. LYAÑO 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:

06 JUL 2023