

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

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

Position Title:	Project Utility Aide II (Contract of Service)	Item No.:	N/A
Place of Assignment:	Ilagan, Isabela - 2023 DOST-GIA Funded Project "Establishment of Regional Yarn Production and Innovation Center-Northern Luzon"	Salary Grade:	SG-2
		Salary Rate:	PHP 16,583.00/month

Brief Description of Duties and Responsibilities:

1. Operate spinning equipment for the production of yarns and other related materials;
2. Perform preventive maintenance activities of the Regional Yarn Production and Innovation Center - Northern Luzon;
3. Maintain the cleanliness of the RYPIC-NL in accordance with the 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 the Basic Textile Technology Course;
6. Perform other related duties/tasks 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 29 JUN 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:

MERLITA R. ODI
Administrative Officer V 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

Requesting Official

JULIUS L. LEAÑO, JR.
Officer-in-Charge, Office of the Director

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:

26 JUN 2023