

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

**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:        | <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 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](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:

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

Requesting Official:

  
**JUNUS 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