

**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 - Natural Fiber Utilization Section (RDD-NFUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	(2) Project Technical Aide I (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-4
Place of Assignment:	DOST-GIA Project: "Sustainable Textiles for the Community-based Philippine Footwear Industries (STePHF-In)" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Rate:	PHP 18,703.00/month

Brief Description of Duties and Responsibilities:

1. Assists in the implement and conduct project activities according to the approved workplan;
2. Assists in the fiber-to-yarn processing of Natural Textile fibers
3. Assists in the conduct of laboratory experiments/activities as required by the project on the prescribed timeline
4. Collect and validate HRMIS/DTR entries with corresponding attachments for Contract of Service (COS)/Job Order (JO) personnel;
5. Attend all project meetings and discussion as scheduled
6. Submission of weekly reports in accordance with the prescribed format on every last day of the work week
7. Maintain the upkeep of the assigned office and/or laboratory facility;
8. Other tasks and assignments related to the program/project may be assigned;

Minimum Qualifications:

Education:	Completion of 2 year studies in college
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Completion of 2 year studies in college
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

30 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:

Requesting Official:

MERLITA R. ODI

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

JENNELI E. CAYA

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:

27 JUN 2023