

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 - Physical and Chemical Testing Section 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
		Salary Grade:	SG-2
Place of Assignment:	DOST PTRI-GAA Project entitled "Textile S & T Services Program 2023"	Salary Rate:	PHP 16,583.00/month

**Brief Description of Duties and Responsibilities:**

1. Prepare samples for testing (retrieval and sampling/cutting according to the test method)
2. Maintain assigned laboratory work area per housekeeping checklist
3. Organize retained samples and facilitate disposal after the prescribed retention period
4. Perform routine clerical tasks and recording of incoming and outgoing project documents
5. Organize equipment and furniture based on approved physical laboratory layout
6. Perform other related tasks

**Minimum Qualifications:**

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

**Preferred Qualifications:**

Education:	High 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

2 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:

Requesting Official:

**ROSE MARTHY B. ANGELES**

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)

**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: 29 JUN 2023