

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide II (SG-5) position from the Research and Development Division (RDD) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Aide VI (Contract of Service)	Item No.:	RDD-GAA-09
		Salary Grade:	SG-5
Place of Assignment:	DOST-PTRI GAA Research and Development Division - (RDD)	Salary Rate:	PHP 21,439.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved work plan
2. Process fiber requirements for all GAA Projects for 2025
3. Facilitate inventory management of available fibers.
4. Upkeep and maintain the Natural Fiber Processing area.
5. Conduct of laboratory experiments/activities as required by the project on the prescribed timeline.
6. Conduct monthly/quarterly preventive maintenance of assigned equipment
7. Attend all project meetings and discussions as scheduled.
8. Maintain the upkeep of the assigned office and/or laboratory facility.
9. Maintain documentation and data in a laboratory notebook/digital platform to be checked weekly and update digital copy of all data, results, and images.
10. Submission of weekly progress report every last working day of the week.
11. Other tasks and assignments related to the program/project may be assigned.

Minimum Qualifications:

Education:	Completion 2-year studies in college or High School Graduate with relevant vocational / trade course
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Completion 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 **27 December 2024**:

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:

ROSE MARTHY B. ANGELES

Administrative Officer V
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

Sgd JULIUS L. LEAÑO, JR.

Director IV

Direct link:	
https://tinyurl.com/RDD-GAA-09	
or Scan the QR Code:	

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: 23-Dec-24