

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 Section is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Aide I (Contract of Service)	Item No.:	RDD-GAA-26
		Salary Grade:	SG-4
Place of Assignment:	FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Establishment of Natural Textile Fiber Innovation Hub	Salary Rate:	PHP 19,451.00 /month

**Brief Description of Duties and Responsibilities:**

1. Conduct and support the implementation and conduct of project activities according to the approved work plan.
2. Submission of weekly reports in accordance with the prescribed format on every last day of the work week.
3. Conduct and support the timely submission of samples to a third-party supplier for other tests not available in the RDD.
4. Maintain an organized and functional laboratory and office work areas.
5. Conduct the fiber-to-yarn processing of Natural Textile Fibers Fibers and fiber/yarn/fabrics-related testing and assessment of data gathered
6. Assist in the conduct of laboratory experiments/activities as required by the project on the prescribed timeline.
7. Conduct monthly/quarterly preventive maintenance of assigned equipment.
8. Maintain documentation and data in a laboratory notebook/digital platform to be checked on a weekly basis and update digital copies of all data, results, and images.
  1. Attend all project meetings and discussions as scheduled.
  2. Maintain the upkeep of the assigned office and/or laboratory facility.
  3. Maintain digital bibliographic data using the appropriate software/s
  4. Other tasks and assignments related to the program/project as 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:	Bachelor's Degree in Chemistry or any related courses
Experience:	Preferably with at least One (1) year experience in Fiber Treatment Processing
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 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](http://www.csc.gov.ph) with recent
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. LEANO, JR.**  
Director IV

Direct link:	
<a href="https://tinyurl.com/RDD-GAA-26">https://tinyurl.com/RDD-GAA-26</a>	
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: 26-Dec-24