

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide III (SG-6) 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 III (Contract of Service)	Item No.:	RDD-GAA-41
		Salary Grade:	SG-6
Place of Assignment:	DOST-PTRI GAA SILK: Integrating the Regional Silk Value Chain to Enable Compliance to the Philippine Tropical Fabrics Law (RA 9242) and Enabling the Local Creative Textile Industry - Research and Development Division - (RDD-TCMO)	Salary Rate:	PHP 22,748.00/month

Brief Description of Duties and Responsibilities:

1. Conduct post-cocoon management (drying & classification activities) of cocoons from TCMO and seri-farmer-partners;
2. Collect and maintain data on post-cocoon processing;
3. Update regularly the silk processing and production tracker;
4. Maintain silk processing building, equipment, machine, and accessories;
5. Provide support to mulberry field maintenance and silk cocoon production;
6. Support the silkworm breeding and egg production at PTRI Technology Center in Misamis Oriental;
7. Monitor activity of hired workforce for silk processing activities;
8. Accomplish maintenance of mulberry field peripheries and in-between mulberry blocks;
9. Submission of weekly progress report every last working day of the week;
10. Other tasks and assignments related to the program/project may be assigned.

Minimum Qualifications:

Education:	Completion of 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:	Bachelor's degree relevant to the job
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
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 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-41>

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

