

**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 (RDD) is vacant. The aforesaid position is proposed to be filled up immediately.

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Position Title:	Project Technical Aide I of Service) (Contract	Item No.:	RDD-GAA-44
		Salary Grade:	SG-4
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-Apayao)	Salary Rate:	PHP 20,200.00/month

Brief Description of Duties and Responsibilities:

- Maintain the mulberry plantation in Apayao State College
- Implement mulberry field establishment and expansion within and outside Apayao
- Conduct silkworm rearing and post-cocoon activities
- Collect, analyze, report and maintain raw data from mulberry plantation and silk cocoon production
- Facilitate custody of mulberry production and rearing equipment, materials and supplies
- Maintain cleanliness of the office periphery and in-between mulberry blocks
- Provide support to staff's immediate concern and perform other related duties as may be assigned from time to time such as silkworm rearing, processing operations, etc. as the need arises
- Draft publication materials related to milestone, visits and technical services under the project
- Submission of weekly progress report every last working day of the week.
- Other tasks and assignments related to the program/project may be assigned.

Minimum Qualifications:

Education:	Completion of 2 years studies in college
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:

- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy* of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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-44>

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