

**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:	<b>Project Technical Aide I of Service)</b>	(Contract	Item No.:	<b>RDD-GAA-45</b>
			Salary Grade:	<b>SG-4</b>
Place of Assignment:	<b>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)</b>		Salary Rate:	<b>PHP 20,200.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Point staff for SEDA Pilipinas project in Apayao
2. Conduct silkworm rearing and post-cocoon activities
3. Maintain the mulberry plantation in Apayao State College
4. Collect, analyze, report and maintain raw data from mulberry plantation and silk cocoon production
5. Implement mulberry field establishment and expansion
6. Maintain cleanliness of the office periphery and in-between mulberry blocks
7. Provide support to immediate concern and perform other related duties as may be assigned from time to time such as processing operations, etc. as the need arises
8. Provide publication materials related to milestone, visits and technical services under the project in the province
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:	<b>Completion of 2 years studies in college</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>None required</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's degree relevant to the job</b>
Experience:	<b>1 year of relevant experience</b>
Related Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>None required</b>

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 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-45>

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.

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