

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 Technical Services Division, Mechanical and Chemical Processing Section (TSD-MCPS) is vacant. The aforesaid position is proposed to be filled up immediately.

|                      |   |               |                            |
|----------------------|---|---------------|----------------------------|
| Position Title:      | <b>Project Technical Aide I (Contract of Service)</b>   | Item No.:     | <b>TSD-GAA-08</b>          |
|                      |   | Salary Grade: | <b>SG-4</b>                |
| Place of Assignment: | <b>DOST-PTRI GAA TEXTILE PROCESSING AND SERVICES OF PHILIPPINE TROPICAL FABRICS (PTF) AND OTHER TEXTILE MATERIALS</b> | Salary Rate:  | <b>PHP 20,200.00/month</b> |

**Brief Description of Duties and Responsibilities:**

1. Operate treatment and yarn production/spinning equipment for the production of opened fibers, 100% Cotton, and 70% Cotton/30% Natural Textile Fibers as a support for the production of Philippine Tropical Fabrics;
2. Conduct quarterly preventive maintenance reports of all treatment and yarn production/spinning equipment and areas in accordance to the Preventive Maintenance Schedule;
3. Conduct submission of weekly production reports on the assigned equipment and area;
4. Conduct weekly 5s activity for the assigned equipment and area;
5. Perform other related activities.

**Minimum Qualifications:**

|                   |                             |
|-------------------|-----------------------------|
| Education:        | <b>High School Graduate</b> |
| Experience:       | <b>None required</b>        |
| Related Training: | <b>None required</b>        |
| Eligibility:      | <b>None required</b>        |

**Preferred Qualifications:**

|                   |  |
|-------------------|--|
| Education:        | <b>High School Graduate</b>  |
| Experience:       | <b>Preferably with at least six months experience in fiber treatment and yarn production operation/process</b> |
| Related Training: | <b>None required</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 Dec 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/TSD-GAA-08>

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