

**Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

**NOTICE OF VACANCY**

A notice is hereby given that the Project Technical Aide VI (SG-9) position from the Technical Services Division, Physical Testing Laboratory Unit (TSD-PTU) is vacant. The aforesaid position is proposed to be filled up immediately.

|                      |   |               |                            |
|----------------------|---|---------------|----------------------------|
| Position Title:      | <b>Project Technical Aide VI ( (Contract of Service)</b>          | Item No.:     | <b>TSD-GAA-21</b>          |
|                      |   | Salary Grade: | <b>SG-9</b>                |
| Place of Assignment: | <b>DOST-PTRI GAA QUALITY TESTING TEXTILES AND ALLIED PRODUCTS</b> | Salary Rate:  | <b>PHP 27,871.00/month</b> |

**Brief Description of Duties and Responsibilities:**

1. Conduct testing of textiles and allied products assigned by the Technical Manager;
2. Implement quality control activities according to the quality control plan (use of reference materials, retesting, etc.);
3. Conduct intermediate checking of equipment;
4. Participate in inter/intralaboratory comparisons and proficiency testing programs;
5. Assist in the conduct of stakeholder engagements, promotional activities, and similar activities;
6. Manage laboratory database (customers, tests, samples);
7. Maintain organized and functional laboratory and office work areas;
8. Perform other related tasks

**Minimum Qualifications:**

|                   |   |
|-------------------|---|
| Education:        | <b>Completion of 2 year studies in college or High School Graduate with relevant vocational /trade course</b> |
| Experience:       | <b>None required</b>  |
| Related Training: | <b>None required</b>  |
| Eligibility:      | <b>None required</b>  |

**Preferred Qualifications:**

|                   |   |
|-------------------|---|
| Education:        | <b>Bachelor's Degree( Preferably in Engineering related programs)</b> |
| Experience:       | <b>None required( Preferably in Laboratory analysis)</b>              |
| Related Training: | <b>None required</b>  |
| Eligibility:      | <b>CS Professional ( Second Level Eligibility)</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:<br><a href="https://tinyurl.com/TSD-GAA-21">https://tinyurl.com/TSD-GAA-21</a><br>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