

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

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant I (SG-10) 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:	Project Technical Assistant I (Contract of Service)	Item No.:	TSD-GAA-36
		Salary Grade:	SG-10
Place of Assignment:	DOST-PTRI GAA ESTABLISHMENT OF REGIONAL YARN PRODUCTION AND INNOVATION CENTER- Assigned at Ilagan, Isabela	Salary Rate:	PHP 30,703.00/month

Brief Description of Duties and Responsibilities:

1. Supervise and monitor the operation of treatment and spinning equipment for the production of yarns and other related materials;
2. Supervise the conduct of preventive maintenance activities of BTFIH and RYPIC facilities;
3. Supervise maintaining the cleanliness of the BTFIH and RYPIC facilities in accordance with the 5S policy;
4. Conduct submission of weekly production reports of the facility;
5. Conduct submission of weekly 5s activity reports of the facility;
6. Perform other related activities.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	CSC Professional/Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's Degree
Experience:	Preferably with experience at least six months experience in supervising manufacturing or production process
Related Training:	None required
Eligibility:	CSC Professional/Second Level Eligibility

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

<p><i>Direct link:</i> https://tinyurl.com/TSD-GAA-36</p> <p align="center"><i>or Scan the QR Code:</i></p>	
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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