

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

**NOTICE OF VACANCY**

A notice is hereby given that the Administrative Aide III (SG 3) position from the Finance and Administrative Division - Procurement, Property and General Services Section (FAD-PPGSS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Administrative Aide III (Driver I)</b>	Item No.:	<b>PTRIB-ADA3-28-2004</b>
		Salary Grade:	<b>3</b>
Place of Assignment:	<b>Finance and Administrative Division - Procurement, Property and General Services Section</b>	Salary Rate:	<b>₱15,265.00 /month</b> Plus other benefits under RA 8439

**Brief Description of Duties and Responsibilities:**

- In charge of the vehicle maintenance checklist, vehicle preventive maintenance schedule and dispatching/schedule of trips;
- Prepare trip ticket/request and monitor daily report of fuel consumption, purchase of supplies and materials for vehicles, e-pass consumption and charge order;
- Drive Institute's vehicles assigned for official trip of officials and employees;
- Assist in the maintenance of vehicles, checking, inspection and assessment of its conditions; undergo minor troubleshoot, repair and overhaul including its electrical wiring, if necessary; and
- Perform other related tasks as may be assigned from time to time.

**Minimum Qualifications:**

Education:	<b>Elementary School Graduate</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>Valid Professional Driver's License</b>

**Preferred Qualifications:**

Education:	<b>Elementary School Graduate</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>Valid Professional Driver's License</b>

Interested and qualified applicants should signify their interest in writing. Submit the following documents in PDF format (single file) arranged as enumerated to the address below not later than 03 DEC 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](http://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:

ROSE MARTHY B. ANGELES  
Administrative Officer V and Head  
Human Resource and Records Management Section  
PHILIPPINE TEXTILE RESEARCH INSTITUTE  
Room 314, PTRI Building, DOST South Compound  
General Santos Avenue, Bicutan, Taguig City  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

DATE POSTED:

22 NOV 2024

Requesting Official:

**JULIUS L. LEANO, JR.**  
Director IV

Direct link:

<https://tinyurl.com/yk9wh53s>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEO), interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, religion, political affiliation, including persons with disabilities (PWD) and members of the indigenous communities are encouraged to apply. DOST-PTRI has the following available facilities like: 1. elevator and ramp for PWD; 2. construction of rest rooms for SOGI; and 3. provision of LCD projector, screen and speaker for visually and hearing-impaired persons.