

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, Physical Testing Laboratory Unit (TSD -PTU) 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-ONELAB-07</b>
Place of Assignment:	<b>DOST-PTRI GAA Project titled: "Smarter OneLab for Industry 4.0 through Testing and Calibration, Education, and Discovery (OneLab for TED)" Year 3</b>	Salary Grade:	<b>SG-4</b>
		Salary Rate:	<b>PHP20,200.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Prepare samples for testing, including retrieval/transport and sampling/cutting according to the test method
2. Maintain assigned laboratory work area per housekeeping checklist
3. Organize retained samples and facilitate disposal after the prescribed retention period
4. Handle simple repairs in the laboratories
5. Perform physical tasks such as moving and lifting to assist in laboratory maintenance
6. Perform routine clerical tasks and recording of incoming and outgoing project documents
7. Maintain housekeeping records such as checklists
8. Organize equipment and furniture based on approved physical laboratory layout
9. Transport personnel, equipment, accessories, samples, consumables, documents, and other related materials
10. Maintain organized and functional laboratory and office work areas
11. Perform assigned tasks in stakeholder engagements, promotional activities, and similar activities
12. 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>none required</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 23-Feb-25:

**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
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-ONELAB-07>

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

DATE POSTED: 20-Feb-25

