

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Utility Aide II (SG-2) position from the Technical Services Division - DOST GIA- Establishment of Regional Yarn Production and Innovation Center - Mindanao is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>(5) Project Utility Aide II (Contract of Service)</b>	Item No.:	<b>TSD-RYPIC-09</b>
		Salary Grade:	<b>SG-2</b>
Place of Assignment:	<b>DOST GIA- Establishment of Regional Yarn Production and Innovation Center - Mindanao (SKSU, Tacurong City, Sultan Kudarat Cotabato)</b>	Salary Rate:	<b>PHP 17,910.00/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>Elementary School Graduate</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>None required</b>

**Preferred Qualifications:**

Education:	<b>Elementary School Graduate</b>
Experience:	<b>Preferably with experience in machine operation</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:

**10-Jan-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 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-RYPIC-09>

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: **07-Jan-25**