

**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, Mechanical and Chemical Processing Section (TSD-MCPS) is vacant. The aforesaid position is proposed to be filled up immediately.

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|----------------------|---|---------------|----------------------------|
| Position Title: | Project Technical Aide I (Contract of Service) | Item No.: | TSD-GAA-04 |
| | | Salary Grade: | SG-4 |
| Place of Assignment: | DOST-PTRI GAA TEXTILE PROCESSING AND SERVICES OF PHILIPPINE TROPICAL FABRICS (PTF) AND OTHER TEXTILE MATERIALS | Salary Rate: | PHP 20,200.00/month |

Brief Description of Duties and Responsibilities:

- 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;
- Conduct quarterly preventive maintenance reports of all treatment and yarn production/spinning equipment and areas in accordance to the Preventive Maintenance Schedule;
- Conduct submission of weekly production reports on the assigned equipment and area;
- Conduct weekly 5s activity for the assigned equipment and area;
- Perform other related activities.

Minimum Qualifications:

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|-------------------|-----------------------------|
| Education: | High School Graduate |
| Experience: | None required |
| Related Training: | None required |
| Eligibility: | None required |

Preferred Qualifications:

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|-------------------|--|
| Education: | High School Graduate |
| Experience: | Preferably with at least six months experience in fiber treatment and yarn production operation/process |
| Related Training: | None required |
| Eligibility: | None required |

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **27 January 2025**:

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 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:

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. LEANO, JR.
Director IV

Direct link:

<https://tinivurl.com/TSD-GAA-04>

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: 23-Jan-25