#### 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.

| Postion Title: | Project Technical Aide I (Contract of Service) | Item No.:     | TSD-GAA-05          |
|----------------|--|---------------|---------------------|
|                |  | Salary Grade: | SG-4                |
| Place of       | DOST-PTRI GAA TEXTILE PROCESSING AND           | Salary Rate:  | PHP 20,200.00/month |
| Assignment:    | SERVICES OF PHILIPPINE TROPICAL FABRICS (PTF)  |               |                     |
| -              | AND OTHER TEXTILE MATERIALS                    |               |                     |
|                |  |               |                     |

## Brief Description of Duties and Responsbilities:

- Operate treatment and yarn production/spinning equipment for the production of opened fibers, 100% Cotton, and 70% Cotton/30% Natural Textile
- <sup>1.</sup> 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:        | High School Graduate |
|-------------------|----------------------|
| Experience:       | None required        |
| Related Training: | None required        |
| Eligibility:      | None required        |

#### Preferred Qualifications:

| Education:        | High School Graduate  |  |
|-------------------|---|--|
| Experience:       | Preferably with at least six months experience in fiber treatment and yarn production operation/process |  |
| riolatoa maining. | 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:**

- 1. Application letter;
- 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;
   Authenticated/certified true copy of certificate of eligibility/ratings/license;
- 5. Photocopy of Transcript of Records & Diploma;
- 6. Peformance Evalutation 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:

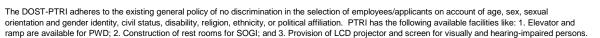
## ROSE MARTHY B. ANGELES

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, Taquig City Telephone No. 8372071-82 local 2373, 8837-0744 Requesting Official:

# Sgd JULIUS L. LEANO, JR.

Director IV

Direct link:
https://tinyurl.com/TSD-GAA-05
or Scan the QR Code:



DATE POSTED: 23-Jan-25