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
- ^{1.} 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:

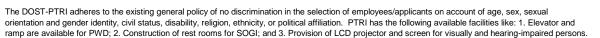
ROSE MARTHY B. ANGELES

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