

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

|                      |   |                |                  |
|----------------------|---|----------------|------------------|
| Position Title:      | Project Technical Aide I  | Position Code: | RDD-GAA-13       |
| Place of Assignment: | Research and Dvelopment Division<br>(CDABUS)  | Salary Grade:  | SG - 4           |
|                      |   | Salary Rate:   | 20,200.00 /month |
| Project Title:       | DOST-PTRI GAA FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Establishment of Natural Dye Hub |                |                  |

**Brief Description of Duties and Responsibilities:**

1. Conduct support activities of the project, including natural textile dyeing and technology training;
2. Facilitate targetted reeling of naturally dyed yarns;
3. Maintain, update, and submit an inventory of assigned dye sources under the NatDyes Center ;
4. Facilitate operation and maintenance of the TBI dyeing equipment;
5. Upkeep and maintain assigned areas (Work station & Laboratory) weekly/periodically;
6. Submission of outsourced testing;
7. Conduct monthly/quarterly preventive maintenance of the NatDyes implements;
8. Participate in division/section/team/group/project/program discussions ;
9. Compliance in the mandated CSC activities/issuances observed/complied and;
- 10.Submission of targetted project weekly accomplishment reports every Friday.

**Minimum Qualifications:**

|                   |  |
|-------------------|--|
| Education:        | Completion of 2-year studies in college(or at least Senior High School Graduate) |
| Experience:       | None required  |
| Related Training: | None required  |
| Eligibility:      | CSC Sub Professional/First Level Eligibility                                     |

**Preferred Qualifications:**

|                   |  |
|-------------------|--|
| Education:        | Completion of 2-year studies in college(or at least Senior High School Graduate) |
| Experience:       | none required  |
| Related Training: | none required  |
| Eligibility:      | CSC Sub Professional/First Level Eligibility                                     |

**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 (if applicable);
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent, (if any);
8. Photocopy of Training Certificates;
9. NBI Clearance (if applicant is recommended to the position); and
10. Medical Certificate (if applicant is recommended to the position).

**APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**All interested and qualified applicants are required to express their intent in writing and submit the necessary documents via QR Code or Direct Link as provided below.**

**DATE POSTED:** 03 July 2025


**DEADLINE OF SUBMISS** 13 July 2025

Please address 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, Taguig City

Direct link:  
<https://short-link.me/12bZP>  
or Scan the QR Code.



*The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEO), interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, religion, political affiliation, including persons with disabilities (PWD) and members of the indigenous communities are encouraged to apply. DOST-PTRI has the following available facilities like: 1. elevator and ramp for PWD; 2. construction of rest rooms for SOGI; and 3. provision of LCD projector, screen and speaker for visually and hearing-impaired persons.*