

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Aide I	Position Code:	RDD-SF-3-05
Place of Assignment:	Research and Development Division - Chemicals, Dyes, Auxillaries and By-products Utilization Section (RDD - CDABUS)	Salary Grade:	SG-4
		Salary Rate:	P20,200.00
Project Title:	Integrated Computer-Aided System Toward Sustainable Philippine Footwear Product Development		

Brief Description of Duties and Responsibilities

1. Conduct activities of the DOST-GIA Project titled, "Integrated Computer-Aided System Toward Sustainable Philippine Footwear Product Development" within the prescribed period
2. Conduct maintenance on footwear sizing and product development equipment
3. Maintain Technical inventory for footwear product development
4. Assist in the sizing and product development activities within the prescribed period
5. Maintain documentation and data in a laboratory notebook/ digital platform to be checked on a weekly basis with updated digital copy of all data, results, and images every end of the work week
6. Participate in division/section/ team/ group/ project /program discussions
7. 100% of thirteen (13) project weekly accomplishment reports are submitted every 6PM of Friday
8. 100% of assigned tasks related to the project are accomplished as need arises
9. 100% attendance in fourteen (14) flag raising ceremonies and thirteen (13) flag lowering ceremonies by 30 September 2025
10. 100% of assigned areas are upkeep and maintained weekly

Minimum Qualifications:

Education:	Elementary Graduate
Experience:	No experience required
Related Training:	No related training required
Eligibility:	No eligibility required

Preferred Qualifications:

Education:	Two (2) years completion of college or equivalent technical/vocational education
Experience:	At least six (6) months experience
Related Training:	No related training required
Eligibility:	No eligibility required

Documentary Requirements

1. Application Letter;
2. Comprehensive Resume;
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;
4. *Authenticated/certified true copy* of eligibility/ratings/license;
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent, (if any);
7. Photocopy of Training Certificates;
8. NBI Clearance (if applicant is recommended to the position); and
9. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DATE POSTED: [04 July 2025](#)

DEADLINE OF SUBMISSION: [13 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/30/RDD-SF-3-05>



or Scan the QR Code:

All interested and qualified applicants are required to express their intent in writing and submit the necessary documents via the DOST-PTRI Human Resource Management System <https://hrms.dost-ptri.com/>. Please note that applications not submitted through the DOST-PTRI HRMS will not be processed.

The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employee/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.