

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Aide I	Position Code:	TSD-GAA-35
Place of Assignment:	Technical Services Division - Mechanical and Chemical Processing Unit (TSD - MCPU)	Salary Grade:	SG-4
		Salary Rate:	P20,200.00
Project Title:	Fostering the Revitalization of Nascent Textile Innovation Ecosystem in the Region (FRONTIER) - Regional Yarn Production and Innovation Center (RYPIC)		

Brief Description of Duties and Responsibilities

- Place of Assignment: Natural Textile Fiber Innovation Hub (NTFIH), Sultan Kudarat State University (SKSU), Tacurong City, Sultan Kudarat
- Accomplish the target treated fiber output of the Fiber Opener Machine;
- Facilitate the preventive maintenance of the Fiber Opener Machine; and
- Facilitate the submission of weekly production reports of the Fiber Opener Machine.
- Maintain the cleanliness of the NTFIH in accordance with 5S policy of ISO 9001:2015;
- Attend weekly flag raising and lowering ceremonies as scheduled; and
- Perform other related functions that may be assigned.

Minimum Qualifications:

Education:	Completion of 2 years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Completion of 2-year studies in college
Experience:	One (1) year experience in machine operation
Related Training:	Forty (40) hours of relevant training
Eligibility:	None required

Documentary Requirements

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

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DATE POSTED: [09 July 2025](#)

DEADLINE OF SUBMISSION: [18 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/53/TSD-GAA-35>



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.

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