

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide VI (SG-9) position from the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Aide VI (Contract of Service) (Sizing Data Assistant)	Item No.:	RDD-SF-3-03
		Salary Grade:	SG-9
Place of Assignment:	DOST-GIA Project: "Integrated Computer-Aided System Toward Sustainable Philippine Footwear Product Development" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS)	Salary Rate:	PHP 27,871.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved workplan;
2. Conduct of activities as required by the project on the prescribed timeline;
3. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
4. Accomplish assigned monitoring documents weekly;
5. Manage and release outgoing and incoming project documents daily;
6. Submit inventory report for SAFATOS Project 3;
7. Maintain documentation and data in a laboratory notebook/ platform;
8. Maintain an organized and functional laboratory and office areas;
9. Attend all project meetings and discussion as scheduled; and
10. Other tasks and assignments related to the program/project may be assigned.

Minimum Qualifications:

Education:	Completion of 2-year studies in college or High School Graduate with relevant vocational / trade course
Experience:	None Required
Related Training:	None Required
Eligibility:	None Required

Preferred Qualifications:

Education:	Completion of 2-year studies in college or High School Graduate with relevant vocational / trade course
Experience:	With atleast one (1) year of relevant experience
Related Training:	With atleast four (4) hours of relevant training
Eligibility:	None Required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than :

14-Mar-25

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) with recent picture 2 pcs. passport size with signature over handwritten name;
4. *Authenticated/certified true copy* of certificate of eligibility/ratings/license;
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation 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:

Requesting Official:

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
Telephone No. 8372071-82 local 2373, 8837-0744

Sgd JULIUS L. LEAÑO, JR.
Director IV

Direct link:

<https://tinyurl.com/RDD-SF-03-03>

or Scan the QR Code:



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

DATE POSTED: 11-Mar-25