

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Administrative Aide I (SG-04) position from the Research and Development Division - Chemicals, Dyes, Auxiliaries, and By-product Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title : Administrative Aide I (Utility Worker I)
Item No. : PTRIB-ADA1-6-2004
Salary Grade : SG -01
Salary rate : P12,034.00/month
Plus other benefits under RA 8439

Qualification Requirements:

Education : Must be able to read and write
Experience : None required
Related Training : None required
Eligibility : None required
Place of Assignment : Research and Development Division
Chemicals, Dyes, Auxiliaries, and By-product Utilization Section (RDD-CDABUS)

Brief Description of Duties and Responsibilities:

1. Assists in the conduct of experiment of R&D Projects;
 - a. Silk cocoon preparation; and
 - b. Silk reeling
2. Silk testing and evaluation;
3. Maintains the upkeep of the silk reeling facility; and
4. Performs other related tasks as maybe assigned from time to time.

Remarks:

Preferably with at least six (6) months experience in textile processing (silk and/or natural textile fibers and/or natural dyes)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than 22 AUG 2021.

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. Photocopy of certificate of eligibility/ratings/license; and/or License (submit authenticated copy upon the date of interview);
5. Photocopy of Transcript of Records & Diploma (Certified true copy);
6. Performance Evaluation Rating in the 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested from the PTRI-HRRMS);
8. Photocopy of Training Certificates (submit certified true copy upon date of interview);
9. NBI Clearance (if not available, submit the online booking slip upon the date of pre-qualifying examination); and
10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Requesting Official:


CELIA B. ELUMBA
Director IV

Please forward all applications to:

CORAZON I. TAPULGO
Chief, Finance and Administrative Division and
Chairperson, PTRI Human Resource Merit
Promotion and Selection Board (PTRI-HRMPBSB)
PHILIPPINE TEXTILE RESEARCH INSTITUTE
Room 300, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City
Telephone No. 8372071 -82 local 2362;
Email address: recruitment@ptri.dost.gov.ph

OR MATT ANTHONY M. PAREJA
Administrative Officer V and
Head, 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 2377; 2378
Email address: recruitment@ptri.dost.gov.ph

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 : 02 AUG 2021