

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Utility Aide II (SG-2) position from the Technical Services Division - GAA project entitled, "Textile Processing and Technology Services (TSD-ICYT) is vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title:	Project Utility Aide II (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-2
Place of Assignment:	GAA project entitled, "Textile Processing and Technology Services" (TSD-ICYT)	Salary Rate:	PHP 16,583.00/month

Brief Description of Duties and Responsibilities:

1. Operate the textile machineries and other related machinery for the production of NTF blended yarns, woven fabrics, dyed/finished textile materials and allied products and degummed natural textile fibers namely:
2. Spinning
3. Blowroom
4. Drawframe
5. Roving
6. Ring Frame
7. Winding
8. Twisting
9. Sizing
10. Weaving
11. Handloom and
12. Powerloom
13. Knitting
14. Dyeing and finishing and
15. Natural textile fiber treatment machines
16. Perform and assist in the preventive maintenance activities of the section
17. Perform and assist in the inventory of the section
18. Maintain cleanliness of the spinning areas in accordance with 5S policy of ISO 9001:2015
19. Perform other related duties/tasks that may be assigned.

Minimum Qualifications:

Education:	Elementary School Graduate
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Elementary School Graduate
Experience:	None required
Related Training:	None required
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 10 JAN 2023:

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;
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:

**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 2373, 8837-0744  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

Requesting Official:

  
**JULIUS L. LEANO, Jr., PhD**  
Officer-in-Charge, Office of the Director

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: 05 JAN 2023