

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Aide V (SG-8) position from the Technical Services Division - GAA project entitled, "Textile S&T Services Program 2023 is vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title:	Project Technical Aide V (Contract of Service)	Item No.:	N/A
Place of Assignment:	GAA project entitled, "Textile S&T Services Program 2023	Salary Grade:	SG-8
		Salary Rate:	PHP 23,693.00/month

Brief Description of Duties and Responsibilities:

1. Assist in the receiving of test requests, including the encoding and preparation of documents, and labelling samples;
2. Assist in the releasing of test reports to customers;
3. Prepare and deliver job orders and samples to testing laboratories;
4. Facilitate customers satisfaction survey
5. Transmit original copies of test reports to the Records Office;
6. Assist in customer referral and in addressing inquiries;
7. Organize electronic records of the laboratories;
8. Perform other related tasks.

Minimum Qualifications:

Education:	Completion of two year studies in college
Experience:	1 year relevant experience
Related Training:	4 hours relevant training
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's Degree
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 23 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:

Requesting Official:

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)

  
CORAZON I. TAPULGO  
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: 20 JAN 2023