

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Aide I	Position Code:	FAD-26
Place of Assignment:	Finance and Administrative Division - Procurement Section (FAD - PS)	Salary Grade:	SG-4
		Salary Rate:	P20,200.00
Project Title:	GAA- Regional Yarn Production and Innovation Center		

Brief Description of Duties and Responsibilities

- Maintain records and the conduct vehicle, building, elevator, aircon, equipment preventive maintenance scheduled plan.
- Prepare and monitor monthly report of fuel consumption, purchase of supplies and materials for vehicles, e-pass consumption, charge order, mandatory/ fixed services of janitorial, security, electrical, telephone, water, etc. Take charge and monitor payment for water supply; power and internet bills.
- Manage the dispatch and schedule of trips. Take charge of recording and assigning control number of trip ticket/request and outgoing of the same documents.
- Assist in handling of the administrative concerns of various projects including records/document management of the section. Upkept and maintained assigned areas.
- Perform other related tasks as maybe assigned.

Minimum Qualifications:

Education:	Completion of 2 years of College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)
Experience:	At least 6 months experience
Related Training:	None required
Eligibility:	Professional Driver's License with Restriction Codes 2,3 / DL Codes A, A1, B, B1, B2

Preferred Qualifications:

Education:	Completion of 2 years of College (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016)
Experience:	At least 6 months experience
Related Training:	None required
Eligibility:	Professional Driver's License with Restriction Codes 2,3 / DL Codes A, A1, B, B1, B2

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 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: [01 August 2025](#)

DEADLINE OF SUBMISSION: [10 August 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/60/FAD-26>



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.

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