

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Science Aide (SG 4) position from the Technical Services Division - Mechanical Processing Unit (MPU) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Science Aide	Item No.:	PTRIB-SCA-29-1998
		Salary Grade:	4
Place of Assignment:	Technical Services Division - Mechanical Processing Unit	Salary Rate:	₱16,833.00 /month Plus other benefits under RA 8439

Brief Description of Duties and Responsibilities:

1. Operate spinning, knitting, weaving and sizing equipment for the production of yarns, fabrics and other textile-related materials;
2. Assist in the conduct of chemical processing services such as scouring, bleaching, dyeing, chemo-mechanical softening, and colormatching;
3. Maintain cleanliness and orderliness of the assigned processing areas and in accordance with the 5S policy of the Quality Management System;
4. Perform preventive maintenance of processing machineries based on the approved schedules and coverage;
5. Assist in the conduct of in-house and regional technology training courses on weaving and dyeing; and
6. Perform other related tasks that may be assigned from time to time.

Minimum Qualifications:

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

Preferred Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	None required

Interested and qualified applicants should signify their interest in writing. Submit the following documents in PDF format (single file) arranged as enumerated to the address below not later than 20 JUL 2025:

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:

ROSE MARTHY B. ANGELES  
Administrative Officer V and Head  
Human Resource and Records Management Section  
PHILIPPINE TEXTILE RESEARCH INSTITUTE  
Room 314, PTRI Building, DOST South Compound  
General Santos Avenue, Bicutan, Taguig City  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

Requesting Official:

JULIUS L. LEANO, JR.  
Director IV

DATE POSTED:

10 JUL 2025

Direct link:

<https://bit.ly/TSD-SCAide>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEO), interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, religion, political affiliation, including persons with disabilities (PWD) and members of the indigenous communities are encouraged to apply. DOST-PTRI has the following available facilities like: 1. elevator and ramp for PWD; 2. construction of rest rooms for SOGI; and 3. provision of LCD projector, screen and speaker for visually and hearing-impaired persons.