

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Aide I	Position Code:	RDD-GAA-13
Place of Assignment:	Research and Development Division - Chemicals, Dyes, Auxillaries and By-products Utilization Section (RDD - CDABUS)	Salary Grade:	SG-4
		Salary Rate:	P20,200.00
Project Title:	FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystem in the Regions- Establishment of Natural Dye Hub		

Brief Description of Duties and Responsibilities

1. Conduct support activities of the project, including natural textile dyeing and technology training within the prescribed deadline with no more than two (2) complaints
2. Facilitate targeted reeling of naturally dyed yarns within the prescribed deadline with no more than two (2) complaints
3. Maintain, update, and submit an inventory of assigned dye sources under the NatDyes Center to the immediate supervisor within the prescribed deadline with no more than two (2) complaints
4. Facilitate operation and maintenance of the TBI dyeing equipment within the prescribed deadline with no more than two (2) complaints
5. Upkeep and maintain assigned areas (Work station & Laboratory) weekly/periodically within the prescribed period with no more than two (2) complaints
6. Submission of outsourced testing within the prescribed deadline with no more than two (2) complaints
7. Conduct monthly/quarterly preventive maintenance of the NatDyes implements within the prescribed deadline with no more than two (2) complaints
8. Participate in division/section/team/group/project/program discussions within the prescribed period with no more than two (2) complaints
9. Compliance in the mandated CSC activities/issuances observed/complied within the prescribed period with no more than two (2) complaints
10. Submission of targeted project weekly accomplishment reports every Friday with no more than two (2) revisions

Minimum Qualifications:

Education:	Completion of 2 years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)
Experience:	None required
Related Training:	None required
Eligibility:	None required

Preferred Qualifications:

Education:	Completion of 2 years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)
Experience:	One (1) year of relevant experience
Related Training:	None required
Eligibility:	None required

Documentary Requirements

1. Application Letter;
2. Comprehensive Resume;
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. Authenticated/certified true copy of eligibility/ratings/license;
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent, (if any);
7. Photocopy of Training Certificates;
8. NBI Clearance (if applicant is recommended to the position); and
9. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DATE POSTED: [17 July 2025](#)

DEADLINE OF SUBMISSION: [27 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/64/RDD-GAA-13>



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.