

**Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

**JOB OPPORTUNITY**

|                      |   |                |                   |
|----------------------|---|----------------|-------------------|
| Position Title:      | <b>Project Technical Aide I</b>   | Position Code: | <b>TSD-GAA-33</b> |
| Place of Assignment: | <b>Technical Services Division - Mechanical and Chemical Processing Unit (TSD - MCPU)</b>   | Salary Grade:  | <b>SG-4</b>       |
|                      |   | Salary Rate:   | <b>P20,200.00</b> |
| Project Title:       | <b>Fostering the Revitalization of Nascent Textile Innovation Ecosystem in the Region (FRONTIER) - Regional Yarn Production and Innovation Center (RYPIC)</b> |                |                   |

**Brief Description of Duties and Responsibilities**

1. Place of Assignment: Natural Textile Fiber Innovation Hub (NTFIH), Sultan Kudarat State University (SKSU), Tacurong City, Sultan Kudarat
2. Accomplish the target treated fiber output of the Chemical Softening Machine and Fiber Dryer Machine;
3. Facilitate the preventive maintenance of the Chemical Softening Machine and Fiber Dryer Machine; and
4. Facilitate the submission of weekly production reports of the Chemical Softening Machine and Fiber Dryer Machine.
5. Maintain the cleanliness of the NTFIH in accordance with 5S policy of ISO 9001:2015;
6. Attend weekly flag raising and lowering ceremonies as scheduled; and
7. Perform other related functions that may be assigned.

**Minimum Qualifications:**

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

**Preferred Qualifications:**

|                   |   |
|-------------------|---|
| Education:        | <b>Completion of 2-year studies in college</b>      |
| Experience:       | <b>One (1) year experience in machine operation</b> |
| Related Training: | <b>Forty (40) hours of relevant training</b>        |
| Eligibility:      | <b>None required</b>                                |

**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](http://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:** [09 July 2025](#)

**DEADLINE OF SUBMISSION:** [18 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/50/TSD-GAA-33>



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.**

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*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.*