

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Assistant I (SG-8) position from the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-products Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Assistant I (Contract of Service)</b>	Item No.:	<b>N/A</b>
		Salary Grade:	<b>SG-8</b>
Place of Assignment:	<b>DOST-GIA Project: "Development of a Local Cloud-Based Digital Apparel Prototyping Platform of the PTRI-Textile Product Development Center as a response to the "Now Normal" of the Chemicals, Dyes, Auxiliaries, and By-product Utilization Section, Research and Development Division (CDABUS-RDD)</b>	Salary Rate:	<b>PHP 22,798.00/month</b>

**Brief Description of Duties and Responsibilities:**

- Develop and create TPDC website/online portal;  
Operate and maintain various software related to the project;  
Secure the soft copy files of all raw and processed data in a properly labeled computer drive;  
Facilitate training and debugging activities on the use of the developed software to the collaborator;  
Populate and maintain the storage of digital data base;
- Prepare technical papers related to the project;  
Draft and submit project accomplishment report (quarterly, semiannually and terminal) in accordance to the project leader;  
Prepare weekly reports in accordance to the prescribed format;  
Prepare and present monthly project progress report;
- Monitoring and Administrative tasks;  
Assist in the maintenance of organized and functional laboratory and office work areas;  
Attend to meetings as may be required by the project leader, the Research and Development Division (RDD) and the PTRI;
- Perform other tasks not specified herein but in accordance to the competencies expected from the requested position.

**Minimum Qualifications:**

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

**Preferred Qualifications:**

Education:	<b>Graduate of BS Computer Engineering/BS Computer Science/BS Information System</b>
Experience:	<b>1 year of relevant experience</b>
Related Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>None required</b>

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **19 JUN 2022**:

**Documentary Requirements:**

- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy* of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- Medical Certificate (if applicant is recommended to the position).

**APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Please forward all applications to:

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 2377 & 2378  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

Requesting Official:

  
**CELIA B. ELUMBA**  
Director IV

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: **14 JUN 2022**