

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant II (SG-11) position from the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant II (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-11
Place of Assignment:	DOST-GIA Project: "Digitalization of Philippine Textiles to Protect and Sustain the Handloom Weaving Sector" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) Preferrably residing in Bicutan, Taguig City	Salary Rate:	PHP 32,400.00/month

**Brief Description of Duties and Responsibilities:**

1. Implement and conduct project activities according to the approved workplan;
2. Draft and submit semi-technical or technical paper/s in peer reviewed/Scopus-indexed journals;
3. Draft and submit Intellectual property claims to the Institute within the prescribed timeline;
4. Conduct laboratory experiments/activities as required by the project on the prescribed timeline;
5. Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance to DOST-GIA formats within the prescribed timeline;
6. Assist in facilitating dialogues for target partners and stakeholders and drafting MOU/MOA;
7. Prepare and submit monthly accomplishment reports and coordinate with the Project Leader on the project related concerns;
8. Assist in the acquisition, archiving, and post-processing of the project's digital assets in multimedia formats;
9. Attend all project meetings and discussion as scheduled;
10. Maintain the upkeep of the assigned office and/or laboratory facility;
11. Assist in the identification of technical specifications of equipment, supplies and materials as required by the project;
12. Assist in the conduct of monthly/quarterly preventive maintenance of assigned equipment;
13. Maintain documentation and data in a laboratory notebook/digital platform to be checked on a weekly basis and update digital copy of all data, results and images;
14. Maintain digital bibliographic data using the appropriate software/s;
15. Ensure the timely completion of Project deliverables and outputs (6Ps) through monthly monitoring;
16. Draft and submit travel/training reports within the prescribed deadline;
17. Other tasks and assignments related to the program/project as may be assigned.

**Minimum Qualifications:**

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

**Preferred Qualifications:**

Education:	BS Arts, preferably in Clothing Technology, Fine Arts, or BS Information Technology
Experience:	None required
Related Training:	None required
Eligibility:	None required

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

**17 APR 2023**

**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:

Requesting Official:

**MERLITA R. ODI**  
Officer-in-Charge 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 2373, 8837-0744  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

**JULIUS L. LEAÑO, JR., PhD**  
Officer-in-Charge, Office of the Director

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 APR 2023**