

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:	<b>Project Technical Assistant II (Contract of Service)</b>	Item No.:	<b>N/A</b>
		Salary Grade:	<b>SG-11</b>
Place of Assignment:	<b>DOST - GIA Project: "Sustainable Textiles for the Community-Based Philippine Footwear Industries (STePHF-In)" of the Research and Development Division, Natural Fiber Utilization Section (RDD-NFUS)</b>	Salary Rate:	<b>PHP 32,400.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Implement and conduct project activities according to the approved workplan;
2. Draft and submit technical paper/s in peer reviewed/Scopus-indexed journals;
3. Draft and submit Intellectual property claims too 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. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
7. Ensure timely submission of samples to third-party suppliers for other tests not available in the RDD;
8. Maintain an organized and functional laboratory and office work areas;
9. Attend all project meetings and discussion as scheduled;
10. Maintain the upkeep of the assigned office and/or laboratory facility;
11. Conduct monthly/quarterly preventive maintenance of assigned equipment;
12. 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;
13. Draft and submit travel/training reports within the prescribed deadline;
14. Other tasks and assignments related to the program/project as may be assigned.

**Minimum Qualifications:**

Education:	<b>Bachelor's degree</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>None required</b>

**Preferred Qualifications:**

Education:	<b>BS Chemistry or any related fields</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</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

**23 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. LEANO, 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: **20 APR 2023**