

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Science Research Specialist II (SG 16) position from the Office of the Director - Technology Transfer, Information and Promotion Staff (OD-TIPS) is vacant. The aforesaid position is proposed to be filled up immediately.

|                      |   |               |  |
|----------------------|---|---------------|--|
| Position Title:      | Science Research Specialist II  | Item No.:     | PTRIB-SRAS2-8-1998                                     |
|                      |   | Salary Grade: | 16   |
| Place of Assignment: | Office of the Director - Technology Transfer, Information and Promotion Staff (OD-TIPS) | Salary Rate:  | ₱39,672.00 /month<br>Plus other benefits under RA 8439 |

**Brief Description of Duties and Responsibilities:**

1. Conceptualize, plan, organize and implement projects and activities related to knowledge transfer and communication;
2. Assist the Head of OD-TIPS in coordinating with various government, non-government, and private agencies in gathering industry needs, communicating DOST-PTRI programs, and/or finding areas for collaboration;
3. Conduct market research to identify knowledge translation opportunities;
4. Monitor, evaluate and report communication activities, accomplishments, metrics and analytics;
5. Prepare reports, and draft communication and agreements;
6. Assist the Head, OD-TIPS in attending to administrative, financial and other related concerns of the OD-TIPS particularly on knowledge transfer and communication projects/activities;
7. Perform other related tasks as may be assigned from time to time.

**Minimum Qualifications:**

|                   |  |
|-------------------|--|
| Education:        | Bachelor's degree relevant to the job                  |
| Experience:       | 1 year of relevant experience                          |
| Related Training: | 4 hours of relevant training                           |
| Eligibility:      | Career Service (Professional) Second Level Eligibility |

**Preferred Qualifications:**

|                   |  |
|-------------------|--|
| Education:        | Bachelor's degree relevant to the job                          |
| Experience:       | 1 year of relevant experience                                  |
| Related Training: | 4 hours of relevant training                                   |
| Eligibility:      | Career Service (Professional) Second Level Eligibility/RA 1080 |

Interested and qualified applicants should signify their interest in writing. Submit the following documents in PDF format (single file) arranged as enumerated to the address below not later than 11 JAN 2024:

**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:

ROSE MARTHY B. ANGELES  
Officer-in-Charge  
Human Resource and Records Management Section  
PHILIPPINE TEXTILE RESEARCH INSTITUTE  
Room 314, PTRI Building, DOST South Compound  
General Santos Avenue, Bicutan, Taguig City  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

Requesting Official

**JULIUS L. LEAÑO, JR.**  
Director IV

DATE POSTED: 29 DEC 2023

Direct link:

<https://bit.ly/SRS2-ODTIPS8>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEO), interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, religion, political affiliation, including persons with disabilities (PWD) and members of the indigenous communities are encouraged to apply. DOST-PTRI has the following available facilities like: 1. elevator and ramp for PWD; 2. construction of rest rooms for SOGI; and 3. provision of LCD projector and screen for visually and hearing-impaired persons.