

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

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant IV (SG-13) position from the Office of the Director - Technology Transfer, Information and Promotion Staff - DOST-PCIEERD GIA project entitled "IMPACT-Strengthening the DOST-PTRI's Technology Management System to Accelerate Technology Adoption" is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant IV (Contract of Service)	Item No.:	N/A
		Salary Grade:	SG-13
Place of Assignment:	DOST-PCIEERD GIA project entitled "IMPACT-Strengthening the DOST-PTRI's Technology Management System to Accelerate Technology Adoption"	Salary Rate:	PHP 37,584/month

Brief Description of Duties and Responsibilities:

1. Take charge of the coordination and facilitation of IP application of the Institute;
2. Organize, maintain, and secure confidential IP-related documents;
3. Assist in screening all submitted IP documents by the technology makers for applications;
4. Perform patent searching and prepare reports for all assigned IP applications;
5. Manage the updating of IP monitoring and database;
6. Assist in drafting and execution of IP/tech transfer strategies;
7. Assist in facilitating the conduct of IP/tech audit of the Institute;
8. Assist in the conduct of IP/Tech Valuation;
9. Perform administrative duties in support of the project management team to ensure the timely accomplishment of Project deliverables;
10. Perform other related duties that the Project leader may assign.

Minimum Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	1 year of relevant experience
Related Training:	4 hrs. relevant training
Eligibility:	None required

Preferred Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	1 year of relevant experience
Related Training:	4 hrs. relevant training
Eligibility:	None required

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

26 FEB 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 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:

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 2373, 8837-0744
Email address: recruitment@ptri.dost.gov.ph


CORAZON I. TAPILAGA
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: **23 FEB 2023**