

**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 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:	2023 GAA-Funded Project "Knowledge Transfer and Commercialization of PTRI Technologies"	Salary Rate:	PHP 37,584.00/month

**Brief Description of Duties and Responsibilities:**

1. Develops and publish content on DOST-PTRI web pages in various formats, like social media posts, and other media platforms;
2. Creates, designs, and distribute marketing copy for DOST-PTRI's products and services;
3. Handles the management of PTRI textile storage including the inventory system;
4. Renders photo and video documentation of the identified Institutional activities;
5. Conducts facility tours and other promotional activities including monitoring and updating the promotional database;
6. Handles the updating of ISO-related maintained and retained documented information pertaining to communication.
7. Provides research on project-related engaging topics to popularize the textile science;
8. Provides assistance in promoting content on social media and in monitoring media engagement
9. Perform other related duties that may be assigned by the Head, OD-TIPS.

**Minimum Qualifications:**

Education:	Bachelor's degree
Experience:	none required
Related Training:	none required
Eligibility:	none required

**Preferred Qualifications:**

Education:	Bachelor's degree relevant to the job (Preferably Mass Communication/Journalism/Development Communication)
Experience:	1 yr of relevant experience
Related Training:	4 hrs of relevant training
Eligibility:	Career Service (Professional) - Second Level Eligibility

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 18 JUL 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:

**ROSE MARTHY B. ANGELES**  
Administrative Officer IV and 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)

Requesting Official:

  
**JULIUS L. LEÑO JR.**  
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: 13 JUL 2023