

**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:	<b>Science Research Specialist II</b>	Item No.:	<b>PTRIB-SRAS2-8-1998</b>
		Salary Grade:	<b>16</b>
Place of Assignment:	<b>Office of the Director - Technology Transfer, Information and Promotion Staff (OD-TIPS)</b>	Salary Rate:	<b>₱39,672.00 /month</b> 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:	<b>Bachelor's degree relevant to the job</b>
Experience:	<b>1 year of relevant experience</b>
Related Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>Career Service (Professional) Second Level Eligibility</b>

**Preferred Qualifications:**

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

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than 19 JUN 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 2377 & 2378  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

  
**JULIUS L. LEANO, JR., Ph.D**  
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:

08 JUN 2023