

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 -Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS) 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 GAA-CI Project: "Establishment of Regional Natdyes Hubs and Facilities for the Production and Innovation of Philippine Natural Dyes" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS)</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 of the GAA-CI;
2. Coordinate and communicate with stakeholders, partners and collaborators;
3. Draft Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), and other legal documents related to collaborators and partnership;
4. Submission of weekly reports in accordance with prescribed format on every last day of the work week;
5. Draft and submit semi-technical paper, newsletter, and other Division promotional materials;
6. Conduct community visits and meetings with stakeholders, partners, and collaborators;
7. Perform 5S and maintain office area;
8. Facilitate and monitor the procurement of equipment, supplies, and materials as required by the project;
9. Conduct monthly/quarterly inventory of supplies and materials procured by the project;
10. Keep an update in a digital and hard copy of all project-related documents;
11. Other tasks and assignments related to the program project may be assigned;
12. Present monthly progress report;
13. Attend meetings as may be required by the Project Leader, the Research and Development Division (RDD), the PTRI, and the funding agency.

**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 Development Communication, Mass Communication and other communication/business related course</b>
Experience:	<b>None required</b>
Related Training:	<b>Preferably with knowledge in Project Management, skills in newsletter and semi-technical writing</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

**25 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 2373, 8837-0744  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

**JULIUS L. LEAÑO, JR.**  
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 JUN 2023**