

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.

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|----------------------|---|---------------|---------------------|
| Position Title: | Project Technical Assistant IV (Contract of Service) | Item No.: | N/A |
| Place of Assignment: | 2023 GAA-Funded Project "Knowledge Transfer and Commercialization of PTRI Technologies" | Salary Grade: | SG-13 |
| | | Salary Rate: | PHP 37,584.00/month |

Brief Description of Duties and Responsibilities:

1. Take charge of the coordination and inspection of IP documents of Freedom to Operate (FTO) Analysis and Valuation of the Technology makers;
2. Facilitates the evaluation and assessment of identified PTRI technology portfolio;
3. Provide inputs in drafting the IP valuation reports and FTO reports;
4. Manages the development and updating of the technology readiness map;
5. Provide assistance in the development of the technology portfolio brief;
6. Performs patent searching, analysis, and reporting;
7. Take charge of the management of ISO-related maintained and retained documented information pertaining to IP valuation;
8. Perform other related duties that may be assigned from time to time.

Minimum Qualifications:

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

Preferred Qualifications:

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|-------------------|---|
| Education: | Bachelor's degree relevant to the job (Preferably Management/Economics) |
| Experience: | 1 yr of relevant experience |
| Related Training: | 8 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 26 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) 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

Administrative Officer V 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


JENNELIE CAYA
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 JUN 2023