

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 Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS) 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-GIA Project: "Covert Technology Towards Sustainability and Protection of the Philippines Textile Sectors" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Rate:	PHP 37,584.00/month

**Brief Description of Duties and Responsibilities:**

1. Implement and conduct project activities according to the approved workplan.
2. Draft and submit technical paper/s in peer-reviewed/Scopus-indexed journals.
3. Draft and submit Intellectual property claims to the Institute within the prescribed timeline.
4. Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance with DOST-GIA formats within the prescribed timeline.
5. Submission of weekly reports in accordance with the prescribed format on every last day of the work week.
6. Initiate and facilitate dialogue with target partners.
7. Draft and prepare MOA/MOU for stakeholders and partners.
8. Assist in the conduct of laboratory experiments/activities as required by the project on the prescribed timeline
9. Maintain an organized and functional laboratory and office work areas
10. Attend all project meetings and discussion as scheduled.
11. Maintain the upkeep of the assigned office and/or laboratory facility.
12. Maintain documentation and data in a laboratory notebook/digital platform to be checked on a weekly basis and update digital copy of all data, results and images.
13. Draft and submit travel/training reports within the prescribed deadline.
14. Identify and specify technical specifications of equipment, supplies, and materials as required by the project.
15. Conduct monthly/quarterly preventive maintenance of assigned equipment.
16. Maintain digital bibliographic data using the appropriate software/s
17. Other tasks and assignments related to the program/project as may be assigned.

**Minimum Qualifications:**

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	None required

**Preferred Qualifications:**

Education:	BS Chemistry or any science-related course/s
Experience:	Preferably with a background in luminescent materials
Related Training:	None required
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 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**

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](mailto:recruitment@ptri.dost.gov.ph)

**JENNELTE E. 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