

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
Place of Assignment:	DOST-GIA Project: "Digitalization of Philippine Textiles to Protect and Sustain the Handloom Weaving Sector" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Grade:	SG-13
		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 semi-technical or technical paper/s in peer reviewed/Scopus-indexed journals;
3. Draft and submit intellectual Property claims to the institute within the prescribed timeline;
4. Conduct laboratory experiments/activities as required by the project in the prescribed timeline;
5. Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance to DOST-GIA formats within the prescribed timeline;
6. Prepare and facilitate dialogues and draft MOU/MOA for target partners and stakeholders;
7. Prepare and submit monthly accomplishment reports and coordinate with the Project Leader on the project-related concerns;
8. Take charge in the acquisition, archiving, and post-processing of the project's digital assets in multimedia formats;
9. Attend all project meetings and discussion as scheduled;
10. Maintain the upkeep of the assigned office and/or laboratory facility
11. Identify and specify technical specifications of equipment, supplies, and materials as required by the project;
12. Conduct monthly/quarterly preventive maintenance of assigned equipment;
13. 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 image;
14. Maintain digital bibliographic data using the appropriate software/s
15. Ensure the timely completion of Project deliverables and outputs (6Ps) through monthly monitoring;
16. Draft and submit travel/training reports within the prescribed deadline;
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:	Bachelor of Arts, preferably in Garment or Textile Technology or related fields
Experience:	None required
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

**17 MAR 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:

**MATT ANTHONY M. PAREJA, MBA**  
Head, 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. LEANO, Jr., PhD**  
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: **17 MAR 2023**