

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant I (SG-10) 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 I (Contract of Service)	Item No.:	N/A
Place of Assignment:	DOST-GIA Project: "Textile Fibers of Philippine Climbing Bamboo Species" of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)	Salary Grade:	SG-10
		Salary Rate:	PHP 27,811.00/month

**Brief Description of Duties and Responsibilities:**

- Implement communication strategies of R&D activities of the Division and R&D related advocacies, draft communication materials and creative collaterals; generate, develop, and update the periodic R&D research milestones/accomplishments; document R&D activities, experiments and/or products;
- Assist in the conduct of relevant contract researches/technical services; assist in the implementation of assigned R&D project activities;
  - Prepare correspondences and communication; assist in the coordination and facilitation of internal and external meetings;
  - Attend all project meetings and discussion as scheduled;
  - Assist in the conduct of project deliverables including video editing, animation, motion design, and graphic design;
  - Maintain documentation and data on the digital platform to be checked on a weekly basis and update digital copy of all data, results and images; and
  - 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:	Completion of Multimedia Arts studies or Mass Communications Graduate
Experience:	With video editing, animation, motion design and graphic design
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

**05 JUN 2023**

**Documentary Requirements:**

- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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)

  
**JENNELI 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:

**29 MAY 2023**