

**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 Office of the Director - (OD) is vacant (anticipated). The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant II (Contract of Service) (Anticipated Vacancy)	Item No.:	N/A
Place of Assignment:	DOST PTRI – GAA of the Technical Services Division Office of the Director (OD)	Salary Grade:	SG-11
		Salary Rate:	PHP 32,400.00/month

Brief Description of Duties and Responsibilities:

1. Facilitate and coordinate the schedule of external meetings and travel of the Director;
2. Initiate and facilitate dialogue and communication with target partners and stakeholders;
3. Monitor, review, and analyze technical paper/s in peer-reviewed/Scopus-indexed journals submitted in the Office of the Director;
4. Submit weekly reports in accordance with prescribed format on ever day of work week;
5. Draft and submit travel reports in relation with the travel of the Direc within the prescribed deadline; and
6. Act on tasks as may be assigned from time to time.

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	none required
Related Training:	none required
Eligibility:	Career Service (Professional)/Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	Preferably with experience in Communication, Administration, Legal, and Research
Related Training:	none required
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

25 NOV 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:

ROSE MARTHY B. ANGELES

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

JULIUS L. LEAÑO, JR.
Director IV

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: 22 NOV 2023