

**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:	<b>Project Technical Assistant IV (Contract of Service)</b>	Item No.:	<b>RDD-DG-3-01</b>
		Salary Grade:	<b>SG-13</b>
Place of Assignment:	<b>DOST-GIA Project: "Covert Technology Towards Sustainability and Protection of the Philippine Textile Sectors" - Extension of the Research and Development Division - Natural Fiber Utilization Section (RDD-NFUS)</b>	Salary Rate:	<b>PHP 41,305.00/month</b>

**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. 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;
11. Draft and submit travel/training reports within the prescribed deadline;
12. Identify and specify technical specifications of equipment, supplies, and materials as required by the project;
13. Conduct monthly/quarterly preventive maintenance of assigned equipment;
14. Maintain digital bibliographic data using the appropriate software/s;
15. Attend all project meetings and discussion as scheduled;
16. Maintain the upkeep of the assigned office and/or laboratory facility;
17. Other tasks and assignments related to the program/project as may be assigned.

**Minimum Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>None Required</b>
Related Training:	<b>None Required</b>
Eligibility:	<b>None Required</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree in Chemistry or any Science-related course/s</b>
Experience:	<b>Preferably with a background in Luminescent materials</b>
Related Training:	<b>None Required</b>
Eligibility:	<b>CSC Professional/ Second Level</b>

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than :

**30-Dec-24**

**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:

**ROSE MARTHY B. ANGELES**  
Administrative Officer V  
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

**Sgd JULIUS L. LEAÑO, JR.**  
Director IV

<p>Direct link: <a href="https://tinyurl.com/RDD-DG-3-01">https://tinyurl.com/RDD-DG-3-01</a> or Scan the QR Code:</p> 
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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: 27-Dec-24