

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 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 II (Contract of Service)	Item No.:	RDD-DG-3-03
		Salary Grade:	SG-11
Place of Assignment:	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)	Salary Rate:	PHP 36,029.00/month

Brief Description of Duties and Responsibilities:

1. Assists in the implementation and conduct of 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. Conduct laboratory experiments/activities as required by the project on the prescribed timeline;
7. Prepare samples/reagents/solution for experiments/trials verification;
8. Maintain an organized and functional laboratory and office work areas;
9. 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;
10. Draft and submit travel/training reports within the prescribed deadline;
11. Conduct monthly/quarterly preventive maintenance of assigned equipment;
12. Maintain digital bibliographic data using the appropriate software/s;
13. Attend all project meetings and discussion as scheduled;
14. Maintain the upkeep of the assigned office and/or laboratory facility;
15. 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's Degree in Chemistry or any Science-related course/s
Experience:	Data Processing Specialist
Related Training:	None Required
Eligibility:	CSC Professional/ Second Level

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 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

Direct link:

<https://tinyurl.com/RDD-DG-3-03>

or Scan the QR Code:



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