

**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 (RDD) 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-GAA-01</b>
		Salary Grade:	<b>SG-13</b>
Place of Assignment:	<b>DOST-PTRI GAA Research and Development Division - (RDD)</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 work plan
2. Collect primary data for life cycle assessment of silk, natural textile fibers, natural dyes, and corresponding textile products
3. Consolidate and organize the collected data for analysis
4. Process the data using available LCA tools and software.
5. Update and maintain the data to ensure accuracy and relevance for the life cycle assessment
6. Draft and submit technical paper/s per DOST-GAA format.
7. Draft and submit Intellectual property claims to the Institute within the prescribed timeline
8. Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all necessary attachments per DOST-GAA formats within the prescribed timeline.
9. Attend all project meetings and discussions as scheduled.
10. Maintain the upkeep of the assigned office and/or laboratory facility
11. Maintain documentation and data in a laboratory notebook/digital platform to be checked weekly and update digital copies of all data, results, and images
12. Submission of weekly progress report every last working day of the week.
13. Other tasks and assignments related to the program/project may be assigned

**Minimum Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>CS Professional (Second Level Eligibility)</b>

**Preferred Qualifications:**

Education:	<b>Bachelor of Science in Environmental Science, or other degree relevant to the job</b>
Experience:	<b>Eight (8) months of relevant experience</b>
Related Training:	<b>None required</b>
Eligibility:	<b>CS Professional (Second Level Eligibility)</b>

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **27 December 2024**:

**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

Direct link:

<https://tinyurl.com/RDD-GAA-01>

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: 23-Dec-24

