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.

Postion Title:	Project Technical Assistant IV (Contract of Service)	Item No.:	RDD-GAA-01
		Salary Grade:	SG-13
Place of Assignment:	DOST-PTRI GAA Research and Development Division - (RDD)	Salary Rate:	PHP 41,305.00/month

Brief Description of Duties and Responsbilities:

- 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
- Consolidate and organize the collected data for analysis 3.
- 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
- Draft and submit technical paper/s per DOST-GAA format. 6.
- 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:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	CS Professional (Second Level Eligibility)

Professional Qualifications

Education:	Bachelor of Science in Environmental Science, or other degree relevant to the job	
Experience:	Eight (8) months of relevant experience	
Related Training:	None required	
Eligibility:	CS 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 27 December 2024:

Documentary Requirements:

- 1. Application letter:
- Comprehensive Resumé; 2.
- Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph) with recent 3. 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;
- Peformance Evalutation Rating in the last 2 rating periods or its equivalent; 6.
- Potential Assessment Form (to be requested from the PTRI-HRRMS); 7.
- Photocopy of Training Certificates; 8.
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and 9.
- 10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

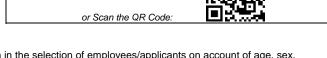
Please forward all applications to:

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

Sad 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

Requesting Official: