

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 Section is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Technical Assistant II (Contract of Service)</b>	Item No.:	<b>RDD-GAA-24</b>
Place of Assignment:	<b>FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Establishment of Natural Textile Fiber Innovation Hub</b>	Salary Grade:	<b>SG-11</b>
		Salary Rate:	<b>PHP 36,029.00 /month</b>

**Brief Description of Duties and Responsibilities:**

1. Implement and conduct project activities according to the approved workplan
2. In charge/act as a focal person in the identified hub in the Region, and conduct community coordination, communication, and other relevant documentation in the designated region.
3. Draft and submit technical paper/s in peer-reviewed/Scopus-indexed journals.
4. Draft and submit Intellectual property claims to the Institute within the prescribed timeline.
5. Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance with DOST-GAA formats within the prescribed timeline.
6. Submission of weekly reports in accordance with the prescribed format on every last day of the work week.
7. Conduct laboratory experiments/activities as required by the project on the prescribed timeline
8. Conduct in the preparation of samples/reagents/solutions for experiments/trials verification
9. Conduct and ensure the timely submission of samples to third-party suppliers for other tests not available in the RDD
10. Conduct of Natural Textile Fibers and yarn/fabrics-related testing and assessment of data gathered.
11. 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.
12. Draft and submit travel/training reports within the prescribed deadline.
14. Identify and specify technical specifications of equipment, supplies, and materials as required by the project.
15. Conduct monthly/quarterly preventive maintenance of assigned equipment.
  1. Attend all project meetings and discussions as scheduled.
  2. Maintain the upkeep of the assigned office and/or laboratory facility.
  3. Maintain digital bibliographic data using the appropriate software/s
  4. 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>CS Professional (Second Level Eligibility)</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree in Chemistry or any related courses</b>
Experience:	<b>Preferably with at least three (3) months experience in Laboratory works</b>
Related Training:	<b>Laboratory and textile-related equipment Operation</b>
Eligibility:	<b>Career Service (Sub-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 **29 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
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. LEANO, JR.**  
Director IV

<p>Direct link: <a href="https://tinyurl.com/RDD-GAA-24">https://tinyurl.com/RDD-GAA-24</a></p> <p>or Scan the QR Code:</p> 
---

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: 26-Dec-24