

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

Position Title:	Project Technical Assistant IV (Contract of Service)	Item No.:	RDD-GAA-28
Place of Assignment:	FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Stakeholders and Conferences	Salary Grade:	SG-13
		Salary Rate:	PHP 41,305.00 /month

Brief Description of Duties and Responsibilities:

1. Implement communication strategies of R&D activities of the Division and R&D-related advocacies;
2. Conceptualize and develop graphics, and layouts for the promotional collaterals, and rough drafts of IEC materials of the Division;
3. Generate, develop, and update the periodic program's milestones/accomplishments and documentation of the R&D activities, experiments and/or products;
4. Conceptualize and develop promotional videos for the division's programs, projects, services, and activities;
5. Document the events and activities of the programs through photos and videos.
6. Attend all project meetings and discussion as scheduled;
7. Assist in the conduct of project deliverables including video editing, animation, motion design, and graphic design; and
8. Maintain documentation and data on the digital platform to be checked on a weekly basis and update digital copy of all data, results and images.
9. Submission of weekly progress report every last working day of the week.
10. 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)

Preferred Qualifications:

Education:	Completion of Multimedia Arts Studies or Mass Communications graduate
Experience:	With video editing, animation, motion design, and graphic design
Related Training:	8 hours of relevant training
Eligibility:	Career Service (Sub-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 **30 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 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

Direct link:	
https://tinyurl.com/RDD-GAA-28	
<i>or Scan the QR Code:</i>	

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