

**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:	Project Technical Assistant IV (Contract of Service)	Item No.:	RDD-GAA-34
		Salary Grade:	SG-13
Place of Assignment:	DOST-PTRI GAA SILK: Integrating the Regional Silk Value Chain to Enable Compliance to the Philippine Tropical Fabrics Law (RA 9242) and Enabling the Local Creative Textile Industry - Research and Development Division - (RDD-TCMO)	Salary Rate:	PHP 41,305.00/month

Brief Description of Duties and Responsibilities:

1. Oversee the conduct and implementation of SEDA Pilipinas project activities in Visayas and Mindanao
2. Gather, collate, evaluate, analyze, and process raw data and output
3. Integrate and submit project technical data, results & accomplishment reports following the prescribed deadline or as needed by the project leader
4. Facilitate SEDA Pilipinas stakeholders' engagements and consortium
5. Provide technical consultancy and services to project partners, stakeholders and partner cocoon producers
6. Keep and update a laboratory notebook of the project where experiments/routine rearing data are logged
7. Draft communication documents, correspondences and agreements (MOA, MOU, TOR, JRU)
8. Draft IP claims and scientific/technical papers
9. Provide support to the conduct of silkworm germplasm maintenance, silkworm strain improvements, and hybrid silkworm egg production
10. Attend all project meetings and discussions as scheduled
11. Maintain the upkeep of the assigned office and/or laboratory facility.
12. Maintain inventory of materials and equipment
13. Submission of weekly progress report every last working day of the week
14. 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:	BS Agriculture, Agriculture Biotechnology, Biology, Agriculture & Biosystems Engineering
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
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 **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) 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-34>

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: 26-Dec-24

