

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant III (SG-12) 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 III (Contract of Service)	Item No.:	RDD-GAA-35
		Salary Grade:	SG-12
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-Kalinga)	Salary Rate:	PHP 38,694.00/month

Brief Description of Duties and Responsibilities:

1. Ensure the implementation of the SEDA Pilipinas Project in the region including but not limited to the maintenance of Silk Innovation Center, mulberry field and silkworm rearing hubs in coordination with partner agencies, universities and local government offices
2. Gather, collate, evaluate, analyze, and process raw data and output
3. Support in the conduct technology training, forum, dialogue, promotion and maintain linkages and collaboration
4. Integrate and submit project technical data, results & accomplishment reports
5. Prepare materials and conduct cocoon processing/ reeling and re-reeling
6. Maintain silkworm rearing and maintenance database
7. Keep and update a laboratory notebook of the project where experiments/routine rearing data are logged
8. Monitor project's weekly reports and meetings
9. Draft technical articles, communications and materials for technology promotions
10. Attend meetings as may be required by the project leader, the Research and Development Division (RDD) of the Philippine Textile Research Institute (PTRI)
11. Attend all project meetings and discussions as scheduled
12. Maintain the upkeep of the assigned office and/or laboratory facility and 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 Biosystems Engineering Agriculture, Economics, Communication, Mechanical 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-35>

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