

**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 Division (RDD) 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-36</b>
		Salary Grade:	<b>SG-11</b>
Place of Assignment:	<b>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)</b>	Salary Rate:	<b>PHP 36,029.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Conduct and implement the activities of the project as per the approved work plan
2. Conduct silkworm germplasm maintenance, silkworm strain improvements, and hybrid silkworm egg production
3. Collect, collate and analyze data on silkworm breeding and mulberry production
4. Conduct silkworm disease inspection, analysis and preventions
5. Maintain silkworm collection and rearing maintenance database
6. Monitor the implementation of parent and hybrid strains silkworm rearing protocols, and conduct procedural analysis and reports
7. Keep and update a laboratory notebook of the project where experiments/routine rearing data are logged
8. Integrate and submit project technical data, results & accomplishment reports
9. Draft and submit project progress reports following the prescribed deadline or as needed by the project leader
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
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:	<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>BS Agriculture , Agricultural</b>
Experience:	<b>1 year of relevant experience</b>
Related Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>CS 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 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

<p>Direct link: <a href="https://tinyurl.com/RDD-GAA-36">https://tinyurl.com/RDD-GAA-36</a></p> <p align="center">or Scan the QR Code:</p>	
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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

