

**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:	<b>Project Technical Assistant IV (Contract of Service)</b>	Item No.:	<b>RDD-GAA-49</b>
		Salary Grade:	<b>SG-13</b>
Place of Assignment:	<b>DOST-PTRI GAA SusTELAbility FIBRECYCL: Facilitating Innovative Bottle Recycling for Eco-friendly Conversion into Yarn for Closed-Loop Production</b>	Salary Rate:	<b>PHP 41,305.00/month</b>

**Brief Description of Duties and Responsibilities:**

- 1.
2. Conduct and implement the activities of the project as per the approved work plan
3. Gather, collate, evaluate, analyze, and process raw data and output
4. Integrate and submit project technical data, results & accomplishment reports
5. Facilitate and review the project's legal documents including but not limited to a Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Terms of Reference (TOR), Contract of Service, and Joint Research Undertaking
6. Provide technical consultancy and services to project partners, stakeholders and partner cocoon producers
7. Keep and update a laboratory notebook of the project where experiments/routine rearing data are logged
8. Draft and submit project progress reports following the prescribed deadline or as needed by the project leader
9. Attend meetings as may be required by the project leader, the Research and Development Division (RDD) of the Philippine Textile Research Institute (PTRI)
10. Plan, organize and facilitate official travels related to the project
11. Draft communication documents and correspondences and agreements
12. Draft IP claims and scientific/technical papers
13. Identify, initiate, and facilitate procurement of supplies and materials necessary for project implementation
14. Maintain inventory of materials and equipment
15. Submission of weekly progress report every last working day of the week
16. 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>• Bachelor's degree relevant to the job (BS in Agriculture, Agricultural Biotechnology, Biology, Agriculture &amp; Biosystems Engineering)</b>
Experience:	<b>1 year or 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 **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](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

Direct link:

<https://tinyurl.com/RDD-GAA-49>

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: 27-Dec-24

