

**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 Office of the Director - Technology Transfer, Information and Promotion Staff (OD-TTIPS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Technical Assistant IV (Multimedia Designer) (Contract of Service)</b>	Item No.:	<b>TIPS-GAA-03</b>
		Salary Grade:	<b>SG-13</b>
Place of Assignment:	<b>DOST-PTRI GAA : Strategic Communication and Advocacy</b>	Salary Rate:	<b>PHP 41,305.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Develop and edit promotional videos for institutional programs, services, and activities, ensuring high-quality visual and audio production;
2. Edit and enhance multimedia assets such as videos, photos, and animations to suit various platforms and campaigns;
3. Create storyboards, visual scripts, and motion designs for video, ensuring alignment with campaign objectives and messaging;
4. Develop explainer videos, motion graphics, and infographics to simplify complex ideas and communicate key messages effectively;
5. Photo-video document assigned activities of the Institute;
6. Organize and maintain an archive of multimedia files, including videos, graphics, and raw materials, for easy retrieval;
7. Tracks and reports the multimedia output, audience reach, and engagement, and updates stakeholders' database;
8. Performs other related duties as may be assigned by the Head, OD-TIPS.

**Minimum Qualifications:**

Education:	<b>Bachelor's Degree</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>CSC Professional/ Second Level</b>

**Preferred Qualifications:**

Education:	<b>Bachelor's Degree relevant to the job (preferably Multimedia Design, Visual Communication, Communication Arts)</b>
Experience:	<b>Must have at least one (1) year of experience relevant to the job</b>
Related Training:	<b>Must have at least eight (8) hours of relevant training</b>
Eligibility:	<b>CSC Professional/ Second Level</b>

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than **29 Dec 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:	
<a href="https://tinyurl.com/TIPS-GAA-03">https://tinyurl.com/TIPS-GAA-03</a>	
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