

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

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant V (SG-14) 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:	Project Technical Assistant V (IP Management Officer) (Contract of Service)	Item No.:	TIPS-GAA-10
		Salary Grade:	SG-14
Place of Assignment:	DOST-PTRI GAA : Technology Transfer and Business Development	Salary Rate:	PHP 44,429.00/month

Brief Description of Duties and Responsibilities:

- Administer the coordination and facilitation of IP application and maintenance of the Institute;
- Evaluate all submitted IP documents by the technology makers for applications;
- Engage with the Technology Makers in drafting and preparing patent documents for IP application;
- Perform patent search, analysis, and reporting with the technology makers;
- Facilitate the conduct of IP Valuation of the priority technologies with the Project Leader;
- Handle the management of ISO-related maintained and retained documented information about IP management;
- Manage the updating of IP monitoring and database;
- Organize, maintain, and secure confidential IP-related documents;
- Perform other tasks that may be assigned by the Head, OD-TIPS.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	One (1) year of relevant experience
Related Training:	Four (4) hours of relevant training
Eligibility:	CSC Professional/ Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor's Degree relevant to the job (preferably Management / Economics)
Experience:	Must have at least two (2) years of experience relevant to the job
Related Training:	Must have at least sixteen (16) hours of relevant training
Eligibility:	CSC 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 Dec 2024**:

Documentary Requirements:

- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy* of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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
Email address: cosrecruitment.dostptri@gmail.com

Sgd JULIUS L. LEAÑO, JR.

Director IV

Direct link:	
https://tinyurl.com/TIPS-GAA-10	
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