

**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:	Project Technical Assistant IV (Business Development Officer) (Contract of Service)	Item No.:	TIPS-GAA-11
		Salary Grade:	SG-13
Place of Assignment:	DOST-PTRI GAA : Technology Transfer and Business Development	Salary Rate:	PHP 41,305.00/month

Brief Description of Duties and Responsibilities:

1. Perform drafting of a technology investment package of the identified priority technologies of the project;
2. Take charge of the filing and documentation of ISO-related maintained and retained documented information pertinent to technology transfer;
3. Coordinate with the technology makers for the development of the Minimum Viable Product and Business Model of the technologies;
4. Provide input for the conduct of valuations of priority IPs and technologies;
5. Provide support to the Project Leader and Technology Makers for technology and business validations;
6. Conducts customer discoveries in identifying potential technology adopters;
7. Manages the evaluation and assessment of technology transfer interventions and documents success stories;
8. Provides input on market research related to technologies for commercialization;
9. Acts as secretariat for the Technology Business Incubation program of the Institute;
10. Performs other related duties as may be assigned by the Head, OD- TIPS.

Minimum Qualifications:

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

Preferred Qualifications:

Education:	Bachelor's Degree relevant to the job (preferably management-related courses)
Experience:	Must have at least one (1) year of experience relevant to the job;
Related Training:	Must have at least 8 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 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/TIPS-GAA-11	
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