

**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 Technical Services Division (TSD) is vacant. The aforesaid position is proposed to be filled up immediately.

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|----------------------|--|---------------|----------------------------|
| Position Title: | Project Technical Assistant V ((Contract of Service) | Item No.: | TSD-GAA-61 |
| Place of Assignment: | | Salary Grade: | SG-14 |
| | DOST-PTRI GAA PRODUCT DEVELOPMENT | Salary Rate: | PHP 44,429.00/month |

Brief Description of Duties and Responsibilities:

1. Assist in the execution of textile and apparel product development projects, and document the identified potential intellectual property (IP) assets from textile and apparel materials, products, processes, and prototypes.
2. Conduct product and textile development-related research and prepare submissions for design and derive IP assets such as patents, industrial designs, trademarks, or copyrights from the developed products or process.
3. Prepare and maintain comprehensive project documentation, including technical reports, progress updates, IP filings, and presentations for management and stakeholders.
4. Coordinate with internal and external stakeholders to ensure the timely delivery of project milestones.
5. Conduct approved PM schedules, troubleshoot equipment, and ensure operational efficiency.
6. Collaborate with industry partners, academic institutions, and government agencies on joint initiatives and capacity-building activities.
7. Assist in the implementation of regional activities in Region VII:
 - a. Monitor initiatives in the region; update the map
 - b. Facilitate conduct of activities such as but not limited to Regional Science and Technology Week and stakeholder engagements
8. Oversee in organizing meetings, workshops, and training sessions for stakeholders, including the preparation of technical manuals and guidelines.
9. Perform other related tasks

Minimum Qualifications:

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| Education: | Bachelor's Degree |
| Experience: | 1 year of relevant experience |
| Related Training: | 4 hours of relevant training |
| Eligibility: | CS Professional (Second Level Eligibility) |

Preferred Qualifications:

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|-------------------|---|
| Education: | Bachelor's Degree (Textile, Apparel/Garment Technology or Industrial Design) |
| Experience: | 1 year of relevant experience |
| Related Training: | 4 hours of relevant training |
| Eligibility: | CS 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:

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

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| Direct link: |  |
| https://tinyurl.com/TSD-GAA-61 | |
| 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 SOG1; and 3. Provision of LCD projector and screen for visually and hearing-impaired persons.

