Department of Science and Technology PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant II (SG-11) position from the Research and Development Division - Natural Fibers Utilization Section (RDD-NFUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title:	Project Technical Assistant II (Contract of Service)	Item No.:	RDD-BM-1-05
		Salary Grade:	SG-11
Place of Assignment:	DOST-GIA project entitled "Biocompatible Electrospun Nanofiber-based Scaffolds for Drug Delivery and Wound Healing (BioNanoScaffolds)" of the Research and Development Division - Natural Fibers Utilization Section (RDD-NFUS)	Salary Rate:	PHP 36,029.00/month

Brief Description of Duties and Responsbilities:

- Assists in the implementation and conduct of project activities according to the approved work plan; 1
- 2. Draft and submit technical paper/s in peer-reviewed/Scopus-indexed journals;
- 3. Draft and submit Intellectual property claims to the Institute within the prescribed timeline;
- 4. Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance with DOST-GIA formats within the prescribed timeline;
- Submission of weekly reports in accordance with the prescribed format on every last day of the work week; 5
- Conduct laboratory experiments/activities as required by the project on the prescribed timeline; 6.
- 7. Prepare samples/reagents/solution for experiments/trials verification;
- 8. Maintain an organized and functional laboratory and office work areas;
- 9. Attend all project meetings and discussion as scheduled;
- 10. Maintain the upkeep of the assigned office and/or laboratory facility;
- Maintain documentation and data in a laboratory notebook/digital platform to be checked on a weekly basis and update digital copy of all data, 11. results and images:
- 12. Draft and submit travel/training reports within the prescribed deadline;
- 13. Conduct monthly/quarterly preventive maintenance of assigned equipment;
- 14. Maintain digital bibliographic data using the appropriate software/s;
- 15. Other tasks and assignments related to the program/project may be assigned.

Minimum Qualifications:

Education:	Bachelor's Degree	
Experience:	None Required	
Related Training:	None Required	
Eligibility:	None Required	
Preferred Qualifications:		

Education:	Bachelor of Science in Biomaterials Engineering, Biological Sciences, Biochemistry, or any related course/s	
Experience:	Atleast six (6) months of relevant experience	
Related Training:	None Required	
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: 03-Mar-25

- **Documentary Requirements:** Application letter; 1.
- 2. 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 3.
- Authenticated/certified true copy of certificate of eligibility/ratings/license; Photocopy of Transcript of Records & Diploma;
- 4.
- 5
- Peformance Evalutation Rating in the last 2 rating periods or its equivalent; Potential Assessment Form (to be requested from the PTRI-HRRMS); 6.
- 7.
- 8. Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and 9. Medical Certificate (if applicant is recommended to the position). 10.

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Please forward all applications to:

ROSE MARTHY B. ANGELES Administrative Officer V Human Resource and Records Management Section Finance and Administrative Division

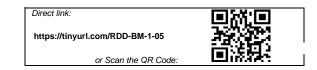
PHILIPPINE TEXTILE RESEARCH INSTITUTE Room 314, PTRI Building, DOST South Compound

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

Requesting Official:



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 hearingimpaired persons.

DATE POSTED: 26-Feb-25