

**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 Research and Development Division is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	<b>Project Technical Assistant IV (Contract of Service)</b>	Item No.:	<b>RDD-GAA-15</b>
		Salary Grade:	<b>SG-13</b>
Place of Assignment:	<b>DOST-PTRI GAA FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Establishment of Natural Dye Hub</b>	Salary Rate:	<b>PHP 41,305.00/month</b>

**Brief Description of Duties and Responsibilities:**

1. Implement and conduct project activities according to the approved work plan;
2. Conduct regional engagement and activities as required by the project on the prescribed timeline;
3. Facilitate color fastness analysis from targeted communities on the prescribed timeline;
4. Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance with DOST-GAA formats within the prescribed timeline;
5. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
6. Maintain the upkeep of the assigned office and/or laboratory facility;
7. Maintain documentation and data in a laboratory notebook/digital platform to be checked on a weekly basis and update digital copy of all data, results and images;
8. Conduct regular upkeep and maintenance of assigned work and office area; and,
9. Other tasks and assignments related to the program/project as may be assigned.

**Minimum Qualifications:**

Education:	<b>Bachelor's degree relevant to the job</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>CS Professional (Second Level Eligibility)</b>

**Preferred Qualifications:**

Education:	<b>Bachelor of Science in Environmental Science or other degree relevant to the job</b>
Experience:	<b>One (1) year of relevant experience</b>
Related Training:	<b>None required</b>
Eligibility:	<b>CS Professional (Second Level Eligibility)</b>

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below not later than **27 February 2025**:

**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; *Authenticated/certified true copy* of certificate of eligibility/ratings/license;
4. Photocopy of Transcript of Records & Diploma;
5. Performance Evaluation Rating in the last 2 rating periods or its equivalent;
6. Potential Assessment Form (to be requested from the PTRI-HRRMS);
7. Photocopy of Training Certificates;
8. 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).

**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](mailto:cosrecruitment.dostptri@gmail.com)

**Sgd JULIUS L. LEAÑO, JR.**  
Director IV

Direct link:	
<a href="https://tinyurl.com/RDD-GAA-15">https://tinyurl.com/RDD-GAA-15</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: 20-Feb-25