

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

Position Title:	<b>Project Technical Assistant II (Contract of Service)</b>	Item No.:	<b>TSD-GAA-61</b>
		Salary Grade:	<b>SG-11</b>
Place of Assignment:	<b>DOST-PTRI GAA PRODUCT DEVELOPMENT</b>	Salary Rate:	<b>PHP 36, 029.00/month</b>

**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.
  - a. Assist in the implementation of regional activities in Region VII:
  - b. Monitor initiatives in the region; update the map
7. 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:**

Education:	<b>Bachelor's Degree</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's Degree in Clothing Technology, Industrial Design, Industrial Technology major in Garment or Textile Technology or equivalent</b>
Experience:	<b>At least 1 year of relevant experience in textile and apparel product development, prototyping, or research and development.</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 **17 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;
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. LEANO, JR.**

Director IV

Direct link: <a href="https://tinyurl.com/TSD-GAA-61">https://tinyurl.com/TSD-GAA-61</a> or Scan the QR Code:	
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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: 14-Feb-25

