

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Assistant IV	Position Code:	OD-PICTS 01
Place of Assignment:	Office of the Director - Planning and Information and Communications Technology Staff (OD - PICTS)	Salary Grade:	SG-13
		Salary Rate:	P41,305.00
Project Title:	Enhancement and Maintenance of PTRI ICT Infrastructure		

Brief Description of Duties and Responsibilities

1. Develop additional modules, features, and functionalities of the Philippine Textile Congress Portal, and Events Management System
2. Manage and conduct migration of the Institute's website
3. Maintain and monitor the performance and security of the assigned information systems (Philippine Textile Congress Portal, including but not limited to, system improvement and optimization, data recovery and backup, update patches, and user account setup
4. Prepare the monthly data analytics of the PTRI website, and the Philippine Textiles Congress Portal
5. Provides technical support and assistance to address needs and concerns relating to network and computer systems
6. Maintain an organized workstation and assigned area
7. Prepare a bi-weekly report of activities undertaken
8. Perform other tasks and assignments as may be assigned

Minimum Qualifications:

Education:	Bachelor's degree
Experience:	None
Related Training:	None
Eligibility:	None

Preferred Qualifications:

Education:	Bachelors/College degree in any IT related courses such as Computer Science, Information Technology, Computer Engineering, etc.
Experience:	none
Related Training:	at least 8 hours of relevant training
Eligibility:	CSC Professional/Second Level Eligibility

Documentary Requirements

1. Application Letter;
2. Comprehensive Resume;
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 eligibility/ratings/license;
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent, (if any);
7. Photocopy of Training Certificates;
8. NBI Clearance (if applicant is recommended to the position); and
9. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DATE POSTED: [03 July 2025](#)

DEADLINE OF SUBMISSION: [12 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/41/OD-PICTS%2001>



or Scan the QR Code:

All interested and qualified applicants are required to express their intent in writing and submit the necessary documents via the DOST-PTRI Human Resource Management System <https://hrms.dost-ptri.com/>. Please note that applications not submitted through the DOST-PTRI HRMS will not be processed.

The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employee/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.