

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Assistant IV	Position Code:	RDD-BM-01-03
Place of Assignment:	Research and Development Division - Natural Fiber Utilization Section (RDD - NFUS)	Salary Grade:	SG-13
		Salary Rate:	P41,305.00
Project Title:	Biocompatible Electrospun Nanofiber-Based Scaffolds for Drug Delivery and Wound Healing (BioNanoScaffolds)		

Brief Description of Duties and Responsibilities

1. Implement and conduct project activities according to the approved work plan.
2. Draft one (1) technical paper/s per DOST-GIA format.
3. Draft one (1) Intellectual property claims to the Institute.
4. Provide assistance in drafting and preparation of MOA/MOU for stakeholders and partners.
5. Draft one (1) periodic (e.g. monthly, quarterly, terminal) project reports and all necessary attachments per DOST-GIA formats.
6. Conduct in vitro testing experimentation for biocompatibility study of electrospun nanofibers.
7. Conduct in vivo testing experimentation for wound healing and histopathological study of electrospun nanofibers.
8. Conduct the electrospinning activities of the project.
9. Provide technical support and assistance in R&D laboratory activities of the project to be conducted in the Adamson University - College of Science, and University of San Agustin.
10. Maintain and organize the data related to project activities.
11. Submit detailed reports summarizing findings and progress.
12. Attend all project meetings and discussions as scheduled as need arises.
13. Maintain the upkeep of the assigned office and/or laboratory facility.
14. Maintain documentation and data in a laboratory notebook/digital platform to be checked weekly and update digital copies of all data, results, and images.
15. Submission of weekly progress report every last working day of the week.
16. Attend all flag ceremonies every 8AM of Monday and 4PM of Friday.
17. Other tasks and assignments related to the program/project may be assigned.

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	Career Service Professional / Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor of Science in Biology, Chemistry, or other degree relevant to the job
Experience:	Eight (8) months of relevant experience
Related Training:	None required
Eligibility:	Career Service Professional / Second Level Eligibility; Willing to be assigned at Adamson University - College of Science & University of San Agustin

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/25/RDD-BM-01-03>



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.