

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Assistant IV	Position Code:	RDD-GAA-08
Place of Assignment:	Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section	Salary Grade:	SG - 13
Project Title:	FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions - Establishment of Natural Dye Hub	Salary Rate:	41,305.00 /month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved workplan.
2. Draft and submit periodically (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance with DOST-GIA formats.
3. Draft and submit technical paper/s in accordance with DOST-GIA formats.
4. Draft and facilitate Memorandum of Agreement (MOA).
5. Conduct natural dye-yielding plant scoping and color profiling.
6. Conduct R&D activities on the establishment of the NatDyes hub with regional partners.
7. Conduct R&D activity on natural dyes process and application.
8. Upkeep and maintain assigned areas periodically.
9. Submit monthly accomplishment reports by the end of each month.
10. Submit targeted project weekly accomplishment reports every Friday.
11. Attend project weekly and monthly meetings.
12. Comply with mandated issuances as need arises.
13. Submit and comply other related activities relevant to the project as the need arises.

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's degree relevant to the job
Experience:	One (1) year of relevant experience
Related Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility

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 (if applicable);
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent, (if any);
8. Photocopy of Training Certificates;
9. NBI Clearance (if applicant is recommended to the position); and
10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

All interested and qualified applicants are required to express their intent in writing and submit the necessary documents via QR Code or Direct Link as provided below.


DATE POSTED: 04 July 2025

DEADLINE OF SUBMISSION: 13 July 2025

Direct link:

<https://tinyurl.run/9NRvln>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEO), interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, religion, political affiliation, including persons with disabilities (PWD) and members of the indigenous communities are encouraged to apply. DOST-PTRI has the following available facilities like: 1. elevator and ramp for PWD; 2. construction of rest rooms for SOGI; and 3. provision of LCD projector, screen and speaker for visually and hearing-impaired persons.