

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Assistant II	Position Code:	RDD-GAA-18
Place of Assignment:	Research and Development Division - Natural Fiber Utilization Section (RDD - NFUS)	Salary Grade:	SG-11
		Salary Rate:	P36,029.00
Project Title:	FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions" - Establishment of Natural Textile Fiber Innovation Hub		

Brief Description of Duties and Responsibilities

1. Implement and conduct all activities under the project "FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions," establishment of NTFIH was conducted daily.
2. Submit one (1) technical paper draft on the analysis of natural textile fiber in Benito Soliven.
3. In charge as a focal person and conducted community coordination and communications, and other necessary documents from the three (3) Regions - CAR BTFIH- Abra, Region I BTFIH-Pangasinan, and Region II NTFIH-Isabela
4. Draft periodic (e.g monthly, quarterly, terminal) project reports and all other necessary attachments in accordance to DOST-GAA formats
5. Conduct handloom weavers/communities in Luzon are identified, mapped, and registered.
6. All travel reports related to the Program or Project are submitted.
7. Facilitate results and data in the digital platform are collated and updated
8. Attendance in meetings as required and deemed necessary by the Project Leader, the Research and Development Division (RDD), and the PTRI
9. The assigned workplace is maintained and upkept
10. Twelve (12) Weekly Reports are submitted every 6 PM of Friday.
11. Attend thirteen (13) flag raising ceremonies every 8AM of Monday and thirteen (13) flag lowering ceremonies every 3:30PM of Friday
12. Other tasks and assignments related to the program/project may be assigned within the prescribed deadline.

Minimum Qualifications:

Education:	Bachelor’s Degree relevant to the Job
Experience:	None required
Related Training:	None required
Eligibility:	Career Service (Professional) Second Level Eligibility or RA 1080.

Preferred Qualifications:

Education:	Bachelor’s Degree in Chemistry, Engineering or any related courses
Experience:	Preferably with at least three (3) months of experience relevant to the job
Related Training:	None required
Eligibility:	Career Service (Professional) Second Level Eligibility/RA 1080

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: [02 July 2025](#)

DEADLINE OF SUBMISSION: [11 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/39/RDD-GAA-18>



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.