

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Assistant IV	Position Code:	TIPS-2025-04
Place of Assignment:	Office of the Director - Technology Transfer, Information and Promotion Staff (OD - TIPS)	Salary Grade:	SG-13
		Salary Rate:	P41,305.00
Project Title:	Textile Knowledge Management		

Brief Description of Duties and Responsibilities

1. Generate content for technology promotion and marketing collaterals, and rough drafts of IEC materials based on the agreed technology brief;
2. Takes the lead in the conceptualization, coordination, and execution of Institutional technology exhibits;
3. Handles the development of public relations and promotional materials including the creation and distribution programs
4. Provide inputs in drafting and execution of marketing strategies;
5. Conduct research and draft technology-related information for publication on the DOST-PTRI web pages
6. Coordinate with the OD-PICTS for the updating of the technology transfer section on the DOST-PTRI's web page;
7. Conducts facility tours and other promotional activities
8. Assist in managing the PTRI textile storage including inventory system maintenance;
9. Tracks and reports the output, audience reach, and engagement, and updates stakeholders' database
10. Performs other related duties as may be assigned by the Project Leader.

Minimum Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	Must have at least one (1) year of experience relevant to the job;
Related Training:	Must have at least eight (8) hours of relevant training
Eligibility:	Has a civil service eligibility or equivalent.

Preferred Qualifications:

Education:	Bachelor's Degree relevant to the job (preferably Marketing, Development Communication)
Experience:	Must have at least one (1) year of experience relevant to the job;
Related Training:	Must have at least eight (8) hours of relevant training
Eligibility:	Has a civil service eligibility or equivalent.

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](http://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: [01 July 2025](#)

DEADLINE OF SUBMISSION: [10 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/34/TIPS-2025-04>



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.