

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Assistant IV	Position Code:	TSD-GAA-47
Place of Assignment:	Technical Services Division - Mechanical and Chemical Processing Unit (TSD - MCPU)	Salary Grade:	SG-13
		Salary Rate:	P41,305.00
Project Title:	Fostering the Revitalization of Nascent Textile Innovation Ecosystem in the Region (FRONTIER) - Regional Yarn Production and Innovation Center (RYPIC)		

Brief Description of Duties and Responsibilities

1. Prepare and submit quarterly, semestral, and annual Financial and Technical progress reports of all projects under the FRONTIER-RYPIC Program, including local travel reports, narrative reports, justifications, project updates, official letters of communication, etc.;
2. Organize/facilitate the conduct of FRONTIER-RYPIC weekly/monthly/quarterly project meetings and other project-related activities or events, or as the need arises for the update on the project implementation;
3. Oversee the management of FRONTIER-RYPIC equipment deliveries, installation, commissioning, and testing of all equipment and accessories;
4. Assist in the conduct of FRONTIER-RYPIC Program activities and deliverables, including the preparation and submission of Operations Manual, technology transfer and valuation, and monitoring of production output;
5. Prepare a procurement plan and provide a monthly inventory of raw materials, chemicals and products produced relative to the FRONTIER-RYPIC Program outputs
6. Attend skills training/ equipment demonstration relevant to the FRONTIER-RYPIC Program;
7. Maintain the cleanliness of the RYPIC in accordance with 5S policy of ISO 9001:2015;
8. Prepare and submit weekly production reports and weekly individual accomplishment reports;
9. Attend weekly flag raising and lowering ceremonies as scheduled; and
10. Perform other related functions that may be assigned.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	CSC Professional/Second-Level Eligibility

Preferred Qualifications:

Education:	Bachelor's Degree in Industrial Engineering
Experience:	Preferably with experience in Project Management
Related Training:	Sixty (60) hours of relevant training
Eligibility:	CSC Professional/Second-Level Eligibility or 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: [09 July 2025](#)

DEADLINE OF SUBMISSION: [18 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/44/TSD-GAA-47>

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.