

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Assistant IV	Position Code:	TIPS-2025-02
Place of Assignment:	Technology Transfer, Information and Promotion Staff(OD-TIPS)	Salary Grade:	SG - 13
		Salary Rate:	41,305.00 /month
Project Title:	Strategic Communication and Advocacy		

Brief Description of Duties and Responsibilities:

1. Design visuals for print and digital media, such as brochures, posters, and social media posts, following branding guidelines;
2. Develop illustrations, infographics, and icons to convey ideas clearly;
3. Create layouts for publications like magazines, reports, and newsletters, ensuring organized and attractive designs;
4. Enhance the visual impact of presentations by designing custom templates, slides, and visual elements;
5. Develop branding assets such as logos, style guides, and brand elements to establish a consistent visual identity;
6. Photo-video document assigned activities of the Institute;
7. Manage and organize the digital asset library, including stock photos, design templates, and project files;
8. Performs other related duties as may be assigned by the Head, OD-TIPS.

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 relevant to the job (Preferably Multimedia Design, Visual Communication, Communication Arts, Development Communication
Experience:	at least one (1) year of relevant experience
Related Training:	at least eight (8) hours of relevant training
Eligibility:	CSC 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) 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: 25 June 2025

DEADLINE OF SUBMISS: 02 July 2025


Please address all applications to:

ROSE MARTHY B. ANGELES
Administrative Officer V
Human Resource and Records Management Section
Finance and Administrative Division
Philippine Textile Research Institute
Room 314, PTRI Building, DOST South Compound
General Santos Avenue, Bicutan, Taguig City

Direct link:

<https://tinyurl.com/TIPS-02>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of Equal Employment Opportunity Principle (EEOP), 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.