

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Assistant IV	Position Code:	TSD-63
Place of Assignment:	Technical Services Division - Physical and Chemical Testing Laboratories Section (TSD - PCTLS)	Salary Grade:	SG-13
		Salary Rate:	P41,305.00
Project Title:	TSD-GAA Standards Development, Compliance, and Certification		

Brief Description of Duties and Responsibilities

1. Prepare all draft New Work Item Proposal (NWIP) for the revision of existing standards and initial draft of new ones for submission to the Bureau of Philippine Standards (BPS) by the end of each quarter with not more than 2 complaints
2. Facilitate the review of all identified international and national standards by the end of each quarter with not more than 2 complaints
3. Organize all regular meetings of technical committees (TCs) and technical working groups (TWGs) by the end of each quarter with not more than 2 complaints
4. Prepare draft of all recommended specifications, technical requirements, and performance criteria based on existing international standards for the specific needs of stakeholders by the end of each quarter with not more than 2 complaints
5. Prepare all draft correspondences, reports, memoranda, special orders, and other administrative documents on assigned due date with not more than 2 complaints
6. Prepare all materials and documents including but not limited to promotional materials, presentations, advisories, and protocols by the end of each quarter with not more than 2 complaints
7. Facilitate the conduct of all stakeholder engagements, promotional activities, and similar activities on assigned due date with not more than 2 complaints
8. Act as Secretariat of two committees BPS/TC18 and TC-PTF on assigned due date with not more than 2 complaints
9. Maintain 1 database of stakeholders for various industries/sectors by the end of each quarter with not more than 2 complaints
10. Organize and maintain all project documents and records, including photos by the end of each quarter with not more than 2 complaints
11. Organize and maintain all laboratory and office work areas by the end of the week with not more than 2 complaints
12. Perform all other related tasks by the end of each quarter with not more than 2 complaints

Minimum Qualifications:

Education:	Bachelor's degree
Experience:	None required
Related Training:	None required
Eligibility:	Civil Service-Professional Eligibility

Preferred Qualifications:

Education:	Bachelor's degree
Experience:	None required
Related Training:	None required
Eligibility:	Civil Service-Professional Eligibility

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: [27 June 2025](#)

DEADLINE OF SUBMISSION: [04 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/32/TSD-63>



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.