

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant IV (SG-13) position from the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant IV (Contract of Service) (Footwear Production Researcher)	Item No.:	RDD-SF-3-02
		Salary Grade:	SG-13
Place of Assignment:	DOST-GIA Project: "Integrated Computer-Aided System Toward Sustainable Philippine Footwear Product Development" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS)	Salary Rate:	PHP 41,305.00/month

Brief Description of Duties and Responsibilities:

1. Develop footwear training plan;
2. Establish Partnership with a registered training academy ;
3. Develop benchmarking report on computer-aided footwear manufacturing;
4. Draft quarterly report;
5. Draft technical paper regarding innovative footwear development;
6. Submit project monthly accomplishment reports every end of the month;
7. Maintain the upkeep of the assigned office and/or laboratory facility;
8. Submission of weekly reports in accordance with the prescribed format on every last day of the work week;
9. Other tasks and assignments related to the program/project as may be assigned;
10. Attend flag raising and lowering ceremonies;

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None Required
Related Training:	None Required
Eligibility:	None Required

Preferred Qualifications:

Education:	B.S. Industrial Engineering, Material Engineering, and Mechanical Engineering
Experience:	Ten (10) months of relevant experience
Related Training:	None Required
Eligibility:	None Required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than :

14-Mar-25

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;
5. Photocopy of Transcript of Records & Diploma;
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested from the PTRI-HRRMS);
8. Photocopy of Training Certificates;
9. NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
10. Medical Certificate (if applicant is recommended to the position).

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Please forward all applications to:

Requesting Official:

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
Telephone No. 8372071-82 local 2373, 8837-0744

Sgd JULIUS L. LEAÑO, JR.

Director IV

Direct link:

<https://tinyurl.com/RDD-SF-03-02>

or Scan the QR Code:



The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employees/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.

DATE POSTED: 11-Mar-25