

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant II (SG-11) position from the Office of the Director - Technology Transfer, Information and Promotion Staff (OD-TTIPS) is vacant. The aforesaid position is proposed to be filled up immediately.

Position Title:	Project Technical Assistant II (Project Management Officer) (Contract of Service)	Item No.:	RDD-GAA-30
		Salary Grade:	SG-11
Place of Assignment:	Creativity and Equity Through Textile Technology Engagement and Entrepreneurship for Vulnerable Sectors (CREATTEEVS)	Salary Rate:	PHP 36,029.00/month

Brief Description of Duties and Responsibilities:

- 100% of assessment and training activities by the approved work plan are facilitated with NMT 2 complaints before the end of the semester;
- Three (3) high-value textile products are developed with the target beneficiaries with NMT 2 complaints before the end of the semester;
- Two (2) dialogues with market partners are facilitated with NMT 2 complaints before the end of the semester;
- 100% of the target information for the development of the textile product catalog are prepared with NMT 2 revisions before the end of the semester;
- One (1) Project Monitoring and Evaluation protocol is drafted with NMT 2 complaints by the end of the semester;
- Three (3) articles are drafted for publication in popular media with NMT 2 revisions before the end of the semester;
- 100% of MOA/ MOU for target stakeholders and collaborators are drafted with NMT 2 complaints before the end of the semester;
- All monthly and quarterly reports are prepared with not more than two (2) revisions, three days before the end of the month and quarter;
- 100% of market research activities are executed with NMT 2 complaints before the end of the semester;
- One (1) assigned workplace is fully maintained, with no more than two (2) complaints, before the end of the day;
- All project weekly accomplishment reports are submitted and presented, with NMT 2 revisions, at 4 pm of every Friday of the week;
- All flag ceremonies are attended, with no more than two (2) complaints, every Monday at 8:00 AM and Friday at 4:00 PM;
- 100% of inquiries received are acted upon/ responded to within the day with NMT 2 complaints before the end of the semester.
- Performs other tasks that the Project Leader may assign.

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 BS in Clothing Technology)
Experience:	Must have at least one (1) year of experience relevant to the job;
Related Training:	Must have at least 8 hours of relevant training;
Eligibility:	CSC Professional/ Second Level Eligibility

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below not later than 10 March 2025 :

Documentary Requirements:

- Application letter;
- Comprehensive Resumé;
- 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;
- Authenticated/certified true copy of certificate of eligibility/ratings/license;
- Photocopy of Transcript of Records & Diploma;
- Performance Evaluation Rating in the last 2 rating periods or its equivalent;
- Potential Assessment Form (to be requested from the PTRI-HRRMS);
- Photocopy of Training Certificates;
- NBI Clearance (if not available, submit the online booking slip if recommended to the position); and
- 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-GAA-30>

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: 7 March 2025