

**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:	<b>Project Technical Assistant II (Project Technical Assistant II) (Contract of Service)</b>	Item No.:	<b>TIPS-GAA-10</b>
Place of		Salary Grade:	<b>SG-11</b>
Assignment:	<b>DOST-PTRI GAA : Textile Business Support and Development</b>	Salary Rate:	<b>PHP 36,029.00/month</b>

**Brief Description of Duties and Responsibilities:**

- 100% of IP applications submitted by the technology makers facilitated, with not more than two (2) errors, within 30 days from the date of submission;
- 100% of IP disclosures are prepared and signed for application, with not more than two (2) errors, within 7 days from the date of submission of the Technology Makers;
- Five (5) patent searches and analyses of identified technology for commercialization are conducted, with not more than two (2) errors, by the end of the semester;
- One (1) conduct of an IP audit is facilitated, with not more than two (2) errors, before the end of the semester;
- Five (5) IP documents for valuation of the identified technologies for commercialization are organized and consolidated, with not more than two (2) errors, by the end of the semester;
- 100% of the Registrability Report of appropriate registered IPs are facilitated, with not more than two (2) errors, by the end of the semester;
- Five (5) IP documents for Freedom-to-Operate reports for the identified technologies for commercialization are organized and consolidated, with not more than two (2) errors, by the end of the semester;
- All monthly and quarterly reports are prepared and submitted, with not more than two (2) revisions, three days before the end of the month and quarter.
- 100% updating of IP monitoring and database is secured with not more than two (2) errors by the end of June 2025;
- All project weekly accomplishment reports are submitted and presented, with NMT 2 revisions, at 4 pm of every Friday of the week;
- One (1) assigned workplace is fully maintained, with no more than two (2) complaints, before the end of the day;
- All meetings are attended as required and deemed necessary by the project leader and the PTRI, with NMT 2 complaints, every Thursday of the week;
- All flag-raising ceremonies are attended with NMT two (2) complaints, every 8 AM on Monday, and flag-lowering ceremonies every 3:30 PM on Friday
- Perform other tasks that may be assigned by the Head, OD-TIPS.

<b>Minimum Qualifications:</b>	
Education:	<b>Bachelor's Degree</b>
Experience:	<b>None required</b>
Related Training:	<b>None required</b>
Eligibility:	<b>CSC Professional/ Second Level Eligibility</b>

<b>Preferred Qualifications:</b>	
Education:	<b>Bachelor's Degree relevant to the job (preferably Management / Economics)</b>
Experience:	<b>Must have at least one (1) year of experience relevant to the job</b>
Related Training:	<b>Must have at least sixteen (16) hours of relevant training</b>
Eligibility:	<b>CSC Professional/ Second Level Eligibility</b>

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:**

- 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](http://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

<p>Direct link: <a href="https://tinyurl.com/TIPS-GAA-10">https://tinyurl.com/TIPS-GAA-10</a></p> <p>or Scan the QR Code:</p> 
---

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.