

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 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.

Postion Title:	Project Technical Assistant II (Contract of Service)	Item No.:	RDD-CM-1-02
		Salary Grade:	SG-11
Place of Assignment:	DOST-GIA Project: "Functional Philippine Camouflage Fabric for Field Service Unifrom (FSU)/ Battle Dress Uniform (BDU)' Application" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-products Utilization Section (RDD-CDABUS)	Salary Rate:	PHP 36,029.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved workplan;
2. Complete and submit a technical paper in accordance with DOST-GIA format;
3. Submit to and file with IPOPHL an Intellectual Property claim;
4. Assist in the development of theBDU prototypes in coordination with the partner supplier for field testing;
5. Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments according to DOST-GIA formats within the prescribed timeline;
6. Coordinate and conduct field testing activities with the partners;
7. Draft and submit to the immediate supervisor a terminal presentation;
8. File and submit technical data, including laboratory notebooks, laboratory reports, and testings;
9. Perform 5S and maintenance of assigned office area and/or laboratory facility;
10. Attend all scheduled project meetings and discussions;
11. Maintain, check, and update documentation in a laboratory notebook or digital platform on a weekly basis;
12. Submit purchase requests for the procurement of chemicals, materials, and supplies needed for the project;
13. Accomplish assigned tasks related to the project;
14. Submit weekly accomplishment reports in accordance with the prescribed format on every last day of the work week;
15. Other tasks and assignments related to the program/project as assigned.

Minimum Qualifications:

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

Preferred Qualifications:

Education:	Bachelor of Science in Chemistry or other related courses
Experience:	With atleast six (6) months of R&D experience
Related Training:	None Required
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:

18-Apr-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](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. Peformance Evalutation 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-CM-1-02>  
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: 15-Apr-25