

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Assistant IV	Position Code:	RDD-GAA-08
Place of Assignment:	Research and Development Division - Chemicals, Dyes, Auxillaries and By-products Utilization Section (RDD - CDABUS)	Salary Grade:	SG-13
		Salary Rate:	P41,305.00
Project Title:	FRONTIER: Fostering the Revitalization of Nascent Textile Innovation Ecosystem in the Regions- Establishment of Natural Dye Hub		

Brief Description of Duties and Responsibilities

1. Implement and conduct project activities according to the approved work plan within the prescribed deadline with no more than two (2) complaints;
2. Prepare and draft periodic (e.g. monthly, quarterly, terminal) project reports and all other attachments in accordance with DOST-GAA formats within the prescribed deadline with no more than two (2) revisions;
3. Draft and submit a technical paper in accordance with DOST-GAA format within the prescribed deadline with no more than two (2) revisions
4. Draft and facilitate Memorandum of Agreement (MOA) within the prescribed deadline with no more than two (2) revisions
5. Conduct natural dye-yielding plant scoping and color profiling within the prescribed period with no more than two (2) complaints
6. Conduct R&D activities on the establishment of the NatDyes hub with regional partners within the prescribed period, with no more than two (2) complaints
7. Conduct of R&D activity on natural dyes process and application within the prescribed period, with no more than two (2) complaints
8. Upkeep and maintain assigned areas (Work station & Laboratory) weekly/periodically within the prescribed period, with no more than two (2) complaints
9. Submission of three (3) project monthly accomplishment reports by the end of each month, with no more than two (2) revisions
10. Submission of targeted project weekly accomplishment reports every Friday with no more than two (2) revisions
11. Attend project weekly and monthly meetings within the prescribed period with no more than two (2) complaints
12. Submission/compliance of other related activities relevant to the project as the need arises, with no more than two (2) complaints

Minimum Qualifications:

Education:	Bachelor's degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility

Preferred Qualifications:

Education:	Bachelor of Science in Biology, Chemistry, or other degree relevant to the job
Experience:	One (1) year of relevant experience
Related Training:	None required
Eligibility:	Career Service (Professional) / Second Level 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: [17 July 2025](#)

DEADLINE OF SUBMISSION: [27 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/62/RDD-GAA-08>

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.