

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Assistant IV	Position Code:	TIPS-2025-02
Place of Assignment:	Office of the Director - Technology Transfer, Information and Promotion Staff (OD - TIPS)	Salary Grade:	SG-13
		Salary Rate:	P41,305.00
Project Title:	FRONTIER: Strategic Linkages and Collaboration		

Brief Description of Duties and Responsibilities

1. Develop and edit promotional videos for institutional programs, services, and activities, ensuring high-quality visual and audio production;
2. Edit and enhance multimedia assets such as videos, photos, and animations to suit various platforms and campaigns;
3. Create storyboards, visual scripts, and motion designs for video, ensuring alignment with campaign objectives and messaging;
4. Develop explainer videos, motion graphics, and infographics to simplify complex ideas and communicate key messages effectively;
5. Photo-video document assigned activities of the Institute;
6. Organize and maintain an archive of multimedia files, including videos, graphics, and raw materials, for easy retrieval;
7. Tracks and reports the multimedia output, audience reach, and engagement, and updates stakeholders' database; and
8. Performs other related duties as may be assigned by the Head, OD-TIPS.

Minimum Qualifications:

Education:	Bachelor's Degree relevant to the job
Experience:	None required
Related Training:	None required
Eligibility:	CS Professional/Second Level Eligibility or equivalent

Preferred Qualifications:

Education:	Bachelor's Degree relevant to the job (preferably Multimedia Design, Visual Communication, Communication Arts
Experience:	At least one (1) year of experience relevant to the job
Related Training:	At least eight (8) hours of relevant training
Eligibility:	CS Professional/Second Level Eligibility or equivalent

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](http://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: [15 July 2025](#)

DEADLINE OF SUBMISSION: [25 July 2025](#)

Direct Link:

<https://hrms.dost-ptri.com/37/TIPS-2025-02>



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.