

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

JOB OPPORTUNITY

Position Title:	Project Technical Assistant II	Position Code:	TIPS-2025-03
Place of Assignment:	Office of the Director - Technology Transfer, Information and Promotion Staff (OD - TIPS)	Salary Grade:	SG-11
		Salary Rate:	P36,029.00
Project Title:	FRONTIER: Strategic Linkages and Collaboration		

Brief Description of Duties and Responsibilities

1. Write press releases, feature articles, newsletters, scripts, speeches, reports, blogs, brochures, and social media posts tailored to various platforms and audiences;
2. Edit and proofread all written materials for grammatical accuracy, clarity, tone, and adherence to brand guidelines;
3. Collaborate on storyboarding processes for visual content, such as videos or presentations, ensuring clear and cohesive narratives;
4. Develop creative strategies to make technical or niche topics, such as science, technology, and innovation, relatable and interesting to a broader audience;
5. Organize and maintain an archive of written materials for easy retrieval;
6. Monitor and update the promotional database; and
7. Performs other related duties that may be assigned occasionally.

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 Development Communication, Mass Communication, Journalism)
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 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/36/TIPS-2025-03>



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.