

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Specialist I (SG-16) position from the Office of the Director (OD) is vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title:	Project Technical Specialist I (Contract of Service)	Item No.:	OD-03
		Salary Grade:	SG-16
Place of Assignment:	DOST- PTRI GAA Fostering the Revitalization of Nascent Textile Innovation Ecosystems in the Regions (FRONTIER) - Office of the Director (OD)	Salary Rate:	PHP 52,272.00/month

Brief Description of Duties and Responsibilities:

1. Conduct legal research and studies on points of law concerning textile and its allied industries

2. Review office orders, circulars, rules, regulations, and memoranda concerning the activities of DOST-PTRI;

3. Analyze and recommend to the Head of the Agency proper action to all legal/policy matters concerning interpretation, and administration of laws affecting DOST-PTRI and its employees and its operation;

4. Draft recommendations/position paper on the existing and filed STI-based legislative documents of DOST-PTRI;

5. Attend meetings/seminars/fora and explore possible areas of cooperation for the promotion of DOST-PTRI priority legislations; and

6. Review/Coordinate the enforcement of activities of the DOST-PTRI's policy, technical, and administrative matters including but not limited to the following:

(1) agreements, understanding, joint undertakings, liquidation, collection, and termination of projects, including exhaustion of administrative remedies for the delinquent accounts

(2) cases arising from violation of law, office rules, and regulations by DOST-PTRI personnel and render rulings or opinions on such cases; and

(3) all pleadings, appeal memo relative to COA Audit observation memorandum and disallowances.

7. Submit weekly reports in accordance with prescribed format on every last day of work week;

8. Analyze and respond to the inquiry of internal and external clients thru email and phone call; and

9. Act on task as may be assigned from time to time.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	1 year of relevant experience
Related Training:	4 hours of relevant training
Eligibility:	CS Professional (Second Level Eligibility)

Preferred Qualifications:

Education:	Bachelor's Degree
Experience:	1 year of relevant experience on policy and legislation liaison
Related Training:	4 hours of relevant training
Eligibility:	CS 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 **12 May 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) with recent
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
Email address: cosrecruitment.dostptri@gmail.com

Sgd JULIUS L. LEAÑO, JR.
Director IV

Direct link:

<https://bit.ly/OD-GAA-03>

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

DATE POSTED: 05 May 2025