

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 (RDD) is vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title:	Project Technical Assistant II (Contract of Service)	Item No.:	RDD-GAA-03
		Salary Grade:	SG-11
Place of Assignment:	DOST-PTRI GAA Research and Development Division - (RDD)	Salary Rate:	PHP 36,029.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved work plan;
2. Draft and submit technical paper/s in accordance to DOST-GAA format;
3. Draft and submit Intellectual property claims to the Institute within the prescribed timeline;
4. Draft and submit periodic (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments per DOST-GAA formats within the prescribed timeline;
5. Provide technical support and assistance in R&D laboratory activities of the project;
6. Maintain and organize data related to project activities;
7. Attend all project meetings and discussions as scheduled;
8. Maintain the upkeep of the assigned office and/or laboratory facility;
9. Maintain documentation and data in a laboratory notebook/digital platform to be checked weekly and update digital copy of all data, results, and images;
10. Submission of weekly progress report every last working day of the week; and
11. Other tasks and assignments related to the program/project may be assigned.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None required
Related Training:	None required
Eligibility:	CS Professional (Second Level Eligibility)

Preferred Qualifications:

Education:	Bachelor's Degree in any Science related course/s
Experience:	Six (6) months of R &D experience
Related Training:	None required
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:

18-May-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. Performance Evaluation 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](mailto:cosrecruitment.dostptri@gmail.com)

Sgd JULIUS L. LEAÑO, JR.

Director IV

Direct link:

<https://tinyurl.com/RDD-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 visually and hearing-impaired persons.

DATE POSTED:

15-May-25