

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Project Technical Assistant IV (SG-13) position from the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS) is vacant. The aforesaid position is proposed to be filled up immediately.

Postion Title:	Project Technical Assistant IV (Contract of Service)	Item No.:	RDD-PD-1-01
		Salary Grade:	SG-13
Place of Assignment:	DOST-GIA Project: 'Simultaneous Photocatalytic Degradation and Adsorption of Microplastics, Dyes, and Heavy Metals from Textile Effluents using Metal Oxide Doped Carbon Quantum Dots Nanocomposites Derived from Natural Textile Manufacturing By-products" of the Research and Development Division - Chemicals, Dyes, Auxiliaries and By-Products Utilization Section (RDD-CDABUS)	Salary Rate:	PHP 41,305.00/month

Brief Description of Duties and Responsibilities:

1. Implement and conduct project activities according to the approved workplan;
2. Draft and submit technical paper/s in peer reviewed or Scopus-indexed Journals;
3. Draft and submit Intellectual property claims to IPOPHIL within the prescribed timeline;
4. Draft and submit periodically (e.g. monthly, quarterly, terminal) project reports and all other necessary attachments in accordance with DOST-GIA formats within the prescribed timeline;
5. Draft and submit MOU/MOA/JRU relevant to the project within the prescribed timeline;
6. Develop and conduct laboratory protocols/experiments/activities as required by the project within the prescribed timeline;
7. Attend all project meetings and discussion as scheduled;
8. Maintain an organized and functional laboratory and office work areas;
9. Submit weekly reports in accordance to the prescribed format every last day of the work week;
10. Draft and submit travel/training reports within the prescribed timeline; and
11. Other tasks and assignments related to the project as may be assigned.

Minimum Qualifications:

Education:	Bachelor's Degree
Experience:	None Required
Related Training:	None Required
Eligibility:	None Required

Preferred Qualifications:

Education:	Bachelor's Degree (Chemical Engineering/Material Science/Chemistry)
Experience:	Preferably with at least one (1) year relevant experience in unit operations/Laboratory setting
Related Training:	Must have at least sixteen (16) hours relevant training
Eligibility:	None Required

Interested and qualified applicants should signify their interest in writing. *Submit* the following documents to the address below not later than :

01-Jun-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) 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

Sgd JULIUS L. LEAÑO, JR.

Director IV

Direct link:

<https://qr.me-qr.com/I/RDD-PD-1-01>

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: 29-May-25