



Project Development Officer II

Salary Grade: 15

Item Number: PHILSAB-PDO2-18-2020

Division: Space Business Development Division

Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) / Second Level Eligibility

Duties and Responsibilities:

Trademark & Copyright:

- 1) Assist the Project Development Officer (PDO) III on the preparation of trademark and copyright application, including activities such as background trademark searches, filing registration forms and responding to office actions from Intellectual Property Office of the Philippines (IPOP HL);
- 2) Understand basic trademark and *Philippine Technology Transfer Act of 2009* and the trademark registration process;
- 3) Inform trademark applicants and trademark owners about the registration procedure, available options, and status of their files;
- 4) Provide administrative, secretarial, and clerical support to the PDO III and the division by performing the Standard Administrative Assistance Tasks (SAAT);
- 5) Conduct basic research and draft reports;
- 6) Maintain a schedule of all filing deadlines or other applicable deadlines regarding trademark registration practices; and
- 7) Perform other duties of a regular or special nature as may be assigned from time to time.

Invention Patent and Technology Management:

- 1) Assist the PDO III on the preparation of the patent applications, including activities such as background patent searches, filing registration forms and responding to office actions from IPOP HL.
- 2) Assist in facilitating the execution of agreements, affidavits, applications, complaints, and other documents relating to works and inventions necessary to facilitate the Agency's intellectual property rights.
- 3) Maintain a database of the Agency's Intellectual Property and assist in IP Inventory Audits.
- 4) Seek and receive reports of inventions from investigators.
- 5) Understand basic Intellectual Property and *Philippine Technology Transfer Act of 2009* and the patent application process; and
- 6) Perform other duties of a regular or special nature as may be assigned from time to time.

Applicants who have all or any of the following background are encouraged to apply:

Educational Background:

- Economics, Management, Development Studies, Business, Industrial or Management Engineering, Entrepreneurship, Finance, Marketing, International Business, Public Administration, or any related field

Experience:

- 1) Demonstrated ability to conduct thorough and organized research. Experience with patent and trademark searches is a plus.
- 2) Prior experience in providing administrative and clerical support. Proficiency in managing paperwork, deadlines, and documentation.
- 3) Proficiency in maintaining databases.
- 4) Experience in effectively communicating with inventors, researchers, and legal

- professionals related to IP matters preferred.
- 5) Demonstrated ability in maintaining meticulous records and documentation, including experience with legal documentation.

Competencies:

- 1) Research Skills: Ability to conduct background trademark searches and basic research effectively.
- 2) Communication: Strong communication skills, both written and oral
- 3) Administrative Support: Proficiency in providing administrative, secretarial, and clerical support, including organization and deadline management.
- 4) Adaptability: Willingness to perform various duties, including special projects, in a dynamic role.
- 5) Relationship Building: Building and maintaining strong relationships with clients, partners, stakeholders, and industry peers.
- 6) Cross-functional Collaboration: Working collaboratively with different departments, teams, and stakeholders within the organization.
- 7) Data Analysis: Skill in utilizing data analytics tools and techniques.



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