

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of December 28, 2020

In compliance with CSC MC No.3 s. 2001 (Implementing RA 7041, Requiring Publication of Vacant Positions in Government Offices), notice is hereby given that the vacant positions listed below at ITDI are proposed to be filled.

POSITION TITLE	REF. ITEM NUMBER	CIVIL SERVICE COMMISSION- QUALIFICATION REQUIREMENT				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
<b>I. Chemicals and Energy Division (CED)</b>							
<b>1. Senior Science Research Specialist</b> Salary Grade: <b>19</b> Basic Annual Salary: <u>P 561,492.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance At least 23% of Basic Salary as Hazard Pay	1	ITDIB-SRSRS-1-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility or RA1080  <ul style="list-style-type: none"> <li>• Under supervision, assist in the implementation of the research and development (R&amp;D) project (s) of the section and the division, as assigned by the Section Supervisor/OIC;</li> <li>• Performs literature survey and summary of or key points of the literature search; Assists in the preparation of project proposals, progress reports, presentations and project documents, i.e., terminal reports.</li> <li>• Conducts the set-up of laboratory equipment units including experiments and test runs; Assists in the preparation of project documents, i.e., accomplishments reports;</li> <li>• Performs laboratory tasks such as preparation of reagents, operation of laboratory instruments/equipment units, calculations of data and preparation of reports in line with technical services/assistance, research &amp; development projects and technology transfer.</li> <li>• Attend meetings, seminars, trainings, conferences or workshops for scientific or technical advancement.</li> <li>• Perform special assignments and other related duties and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably with MS or MS units in Pharmacy</li> <li>• Licensed Pharmacist</li> <li>• Preferably with experience and/or training on pharmaceutical analysis and synthesis</li> <li>• Computer literate (Microsoft programs and other Applications)</li> </ul>

*Interested and qualified applicants should signify their interest in writing and attaching the letter of application, the resume or curriculum vitae, Personal Data Sheet with Work Experience Sheet Form, official transcript of records, diploma, certificates of eligibility or board exam results, certificate of trainings, certificate of employment, service record (if applicable), Performance rating in the last rating period (if applicable), and recent 2 X 2 pictures, to the Human Resource Management Office, Administrative Division or send to email address, [admhrms@itdi.dost.gov.ph](mailto:admhrms@itdi.dost.gov.ph) on or before January 18, 2021.*

**Note:**  
 For Insider applicants, please download Form II: Applicant's Data Sheet to this link [http://itdi.dost.gov.ph/images/Personnel/Applicants\\_Data-Sheet\\_2016.pdf](http://itdi.dost.gov.ph/images/Personnel/Applicants_Data-Sheet_2016.pdf), and to be submitted together with the above-mentioned documentary requirement.

ITDI, in compliance to Civil Service Commission (CSC) PRIME-HRM, encourages applicants with the necessary qualifications and potential without regard to personal characteristics such as age, sexual orientation and gender identity, civil status, disability, religion, ethnicity and political affiliation.

  
**DR. ANNABELLE V. BRIONES**  
 Director 