

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of March 1, 2022

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			
I. Standards and Testing Division (STD)								
1. Science Research Specialist II Salary Grade: 16 Basic Annual Salary: P 457,800.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAS2-3-2021	Bachelor's degree relevant to the job	1 years of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> ● Acts as officer-in-charge in the absence of the heads and contributes in achieving targets based on quality objective and key performance indicators; ● Assists in planning, monitoring, and supervision of activities in the laboratory; ● Supports in validation of technical services requests and contract research projects; ● Conducts biological testing specifically toxicity tests and bioassays; ● Conducts research on testing methodology and test method validation; ● Monitors laboratory requirements on equipment and supplies and initiates upgrading and acquisition of resources; ● Attends to technical inquiries and prepares correspondences; ● Helps in developing and designing proposals for R&D or technical services-oriented projects; ● Delivers outputs for the R&D or technical services-oriented projects as assigned; ● Performs other duties as assigned by the Division Chief and Director through special orders and involvement in technical committees and technical working groups. 	<ul style="list-style-type: none"> ● Graduate of Bachelor's Degree in Medical Technology, Pharmacy or other related science courses; ● Has an RA 1080 eligibility or passed the licensure/board examination corresponding to their specific field ● With at least 2 years of hands-on experience and training in biological testing (pharmacological and toxicological tests and analyses of biological products), laboratory analysis using animal model parameters, animal care and use and handling techniques and can operate biological instruments; ● With at least 3 years of experience/involvement in biological testing and pre-clinical research with background in animal care and use programs, RA 8485 guidelines, and good laboratory practices; ● With strong background in technical/R&D proposal writing and/or project management; ● Competent in computer software operations and in handling laboratory information management systems; ● A good, results-oriented leader who could motivate subordinates to perform their best; ● Has excellent verbal/written communication and interpersonal skills; ● Can deal effectively with senior management; ● Be able to work with minimum supervision.

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY			
2. Science Aide Salary Grade: 4 Basic Annual Salary: P 179,916.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SCA-4-2021	Elementary School graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	<ul style="list-style-type: none"> • Acts as support in achieving laboratory targets based on quality objective and key performance indicators; • Assists in the conduct of testing activities of the laboratory with facility maintenance; • Maintains cleanliness and sanitation of glassware, animal rack and cages, equipment and work areas in the animal facility; • Conducts housekeeping procedures; • Attends meetings and related activities pertaining to work as directed; • Performs other duties as assigned from time to time. 	<ul style="list-style-type: none"> • Graduate of high school or any vocational course • With diploma or any proof of evidence for educational attainment; • Having college earned units is an advantage; • With hands-on experience/training on good laboratory practice, laboratory facility maintenance, hygiene duties, preferably with animal care and handling background; • With basic computer skills and experience in preparation of documents for purchase request and other procurement processes; • With experience in operation of basic laboratory equipment; • Be able to work with minimum supervision.

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 (subject: Name of Position_Division) on or before March 16, 2022.

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, 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