

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of June 13, 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			
<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 598,020.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 30% of Basic Salary as Hazard Pay	1	ITDIB-SRSRS-41-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none"> <li>● Under supervision, assists 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;</li> <li>● Assists in the preparation of project proposals, progress reports, presentations and project documents, i.e., energy audit/assessment;</li> <li>● Conduct technical assistance/service or technology transfer, i.e., energy audit/assessment;</li> <li>● Undertakes the preventive maintenance and facilities for the calibration of instruments and equipment units;</li> <li>● Assists in the preparation of technical assistance/service reports, i.e., energy audit/assessment reports;</li> <li>● Attend meetings, seminars, trainings, conferences or workshops for scientific or technical advancement;</li> <li>● Performs special assignments and other related duties and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>● Licensed Chemical Engineer or Licensed Electrical Engineer and/or Electronics &amp; Communication Engineer;</li> <li>● With experience in energy management, conservation, efficiency and auditing in the area of energy systems, conversion &amp; utilization;</li> <li>● Computer literate (Microsoft Programs and other applications).</li> </ul>

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<b>2. Science Research Analyst</b> Salary Grade: <b>11</b> Basic Annual Salary: <u>P 305, 268.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 30% of Basic Salary as Hazard Pay	1	ITDIB-SRAN-30-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> <li>• Operates fabrication shop &amp; machine shop machinery and equipment;</li> <li>• Observes machine operation to detect parts defects or machine malfunction;</li> <li>• Assists in the conduct of energy audit services;</li> <li>• Performs related and other works that maybe assigned by the Supervisor;</li> <li>• Attends meetings, seminars, trainings, conferences or workshops for scientific or technical advancement;</li> <li>• Take charge of the cleanliness and orderliness of rooms and facilities therein;</li> <li>• Performs special assignments and other related duties and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree relevant to the job;</li> <li>• With any vocational/technical course with technical skills related to welding and fabrication;</li> <li>• Computer literate (Microsoft programs and other applications).</li> </ul>
<b>3. Supervising Science Research Specialist</b> Salary Grade: <b>22</b> Basic Annual Salary: <u>P 839, 556.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 30% of Basic Salary as Hazard Pay	1	ITDIB-SVSR5-12-1998	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant experience	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> <li>• Prepares and conducts R&amp;D proposals/project studies in the field of Chemistry and/or related fields;</li> <li>• Supervises the staff in the implementation of research activities of on going projects of the Section;</li> <li>• Conceptualizes research and development plan, programs and projects relevant to the objectives of the institute and of the national development programs and projects;</li> <li>• Participates in formulation of strategies and operational processes for the implementation of specific programs/projects of the institutes;</li> <li>• Performs coordination and strengthens linkage with other units of the institute and DOST agencies relevant to assigned programs/projects;</li> <li>• Provides technical assistance and support services to clients related to Industrial chemicals;</li> <li>• Seeks and provides a scientific explanation to R&amp;D findings as well as solution to a technical problem;</li> <li>• Participates in scientific explanation to R&amp;D findings as well as solutions to a technical problem;</li> <li>• Participates in scientific conferences, seminars, workshops, inter-agency meetings for scientific advancement and R&amp;D areas of specialization;</li> <li>• Performs other activities given by the Division Chief.</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably with Master's Degree in Chemistry or Chemical Engineering, or a PhD degree is an advantage;</li> <li>• With proven track record in technical/R&amp;D proposal writing and/or project management;</li> <li>• With relevant experience in chemical process design, organic synthesis, industrial process R&amp;D;</li> <li>• A good, result-oriented leader who could motivate subordinates to perform their best;</li> <li>• Has excellent verbal/written communication and interpersonal skills;</li> <li>• Can deal effectively with senior management;</li> <li>• With people management skills;</li> <li>• Computer literate (Microsoft Programs and other applications).</li> </ul>

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*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) (subject: Name of Position\_Division) on or before June 27, 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](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