

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of October 10, 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. Chemicals and Energy Division (CED)							
1. Science Research Specialist I Salary Grade: 13 Basic Annual Salary: P 357,576.00 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-SRAS1-34-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility *RA 1080 <ul style="list-style-type: none"> ● Assists in the implementation of the Research and Development (R&D) project (s) of the section and the division, as assigned by the Section Supervisor/OIC; ● 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; ● Conducts technical assistance/service or technology transfer i.e. energy audit/assessment; ● Undertakes the preventive maintenance and facilities for the calibration of instruments and equipment units; ● Assist in the preparation of technical assistance/service reports, i.e. energy audit/assessment reports; ● Attend meetings, seminars, trainings, conferences or workshops for scientific or technical advancement; ● Performs special assignments and other related duties and responsibilities. 	<ul style="list-style-type: none"> ● Preferably Licensed Chemical Engineer, Licensed Mechanical Engineer, Licensed Electrical Engineer and/or Electronics & Communication; ● Preferably with experience in energy management, conservation, efficiency and auditing and in the area of energy systems, conversion & utilization & basic laboratory works; ● Computer literate (Microsoft programs and other applications).

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 November 3, 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
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