

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of November 16, 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. Science Research Assistant</b> Salary Grade: <b>9</b> Basic Annual Salary: P 244,824.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	<b>1</b>	<b>ITDIB-SRAS-13-1998</b>	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> <li>● Provide assistance in the preparation of materials and equipment to be used research;</li> <li>● Assist in the setting up of laboratory apparatus and equipment;</li> <li>● Compile data related to research work;</li> <li>● Performs simple troubleshooting of basic equipment;</li> <li>● Perform other related duties and other work that may be assigned.</li> </ul>	<ul style="list-style-type: none"> <li>● Preferably have experience on operation of machine/ equipment particularly in the preparation/ processing of materials/ products;</li> <li>● Computer literate (Microsoft programs and other applications) is an advantage;</li> <li>● Can work with minimal supervision.</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) (subject: Name of Position\_Division) on or before November 30, 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