

**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		
I. Materials Science Division (MSD)							
1. Science Research Assistant Salary Grade: <u>9</u> Basic Annual Salary: <u>P 244,824.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAS-8-1998	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"> ● Provides assistance in the preparation of materials and compounding of plastics/composites/nanocomposites and preparation of fiber reinforced composite using different techniques; ● Provides manual assistance in the setting-up/dismantling of laboratory apparatus and equipment; ● Performs routine manual laboratory procedure and maintenance of laboratory equipment; ● Maintains cleanliness and orderliness of the laboratory; ● Performs related and other works that may be assigned by the supervisor. 	<ul style="list-style-type: none"> ● Preferably have experience on the operation of machine/equipment for polymer processing such as single/twin screw extruder, injection molding machine, two roll mill and related equipment/apparatus; ● Computer literate is an advantage; ● Can work with minimal supervision, resourceful and has initiative in doing work.

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 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, 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