

Republic of the Philippines
 Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
 DOST Cpd., General Santos Ave., Bicutan, Taguig City
 General Santos Avenue, Bicutan, Taguig City
 Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167 local 2219/2222
<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of January 23, 2023

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. Chief Science Research Specialist Salary Grade: 24 Basic Annual Salary: <u>P 1,080,936.00</u> Monthly Additional Allowances: P2,000.00 PERA P5,000.00 Representation Allowance P5,000.00 Transportation Allowance P1,500.00 Communication Allowance P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 23% of Basic Salary as Hazard Pay | 1 | ITDIB-CSRS-1-1998 | Master's degree or Certificate in Leadership and Management from the CSC | 4 years of supervisory/management experience | 40 hours of supervisory/management learning and development intervention | Career Service (Professional) Second Level Eligibility or RA1080 | <ul style="list-style-type: none"> • Plan, organize, direct, and/or undertake R&D and/or technical service programs and/or major projects of the Institute; • Prescribe research procedures and/or methods to be followed in the attainment of defined scientific/technological objectives; • Participates with higher authorities in laying down policies and/or programs for scientific and technological objectives; • Do other related works. | <ul style="list-style-type: none"> • Ph.D. in Science or Engineering is an advantage; • Preferably with license; • With at least 4 years of experience in supervisory functions and R&D studies related to energy, chemical process, pharmaceuticals, and industrial chemicals; • Has a strong technical and program management skill. |

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: Position_Division) on or before February 28, 2023.

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.

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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.


ANNABELLE V. BRIONES, PhD.
Director