

Republic of the Philippines  
 Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
 DOST Cpd., General Santos Ave., Bicutan, Taguig City  
 Tel. Nos. : 8683-7750 to 69 (DOST - ITDI Trunklines)  
<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of February 14, 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			
<b>I. Materials Science Division (MSD)</b>								
<b>1. Science Aide</b>  Salary Grade: <b>4</b> Basic Annual Salary: P 187,032.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SCA-9-1998	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	<ul style="list-style-type: none"> <li>● Provides assistance in the preparation of materials and products;</li> <li>● Provides manual assistance in the setting up/dismantling of laboratory apparatus and equipment;</li> <li>● Performs routine manual laboratory procedure;</li> <li>● Cleans and maintains laboratory glass wares, apparatus and equipment;</li> <li>● Attends meetings and related activities pertaining to work as directed;</li> <li>● Performs related and other related work that may be assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>● Preferably graduate of high school or any vocational courses;</li> <li>● With hands on experience/training on good laboratory practice, laboratory facility maintenance, processing of inorganic materials, particularly, ceramic and other related materials;</li> <li>● With experience in operation of basic laboratory equipment, in particular, for ceramics and related materials;</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 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](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 