

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of May 31, 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. Materials Science Division (MSD)							
1. Science Research Analyst Salary Grade: 11 Basic Annual Salary: P 324, 000.00 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-SRAN-24-1998	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"> ● Performs materials characterization of various materials using analytical equipment at MSD-ADMATEL; ● Prepares report of analysis with impartiality and confidentiality; ● Assist in the documentation requirements of ISO/IEC 17025:2017; ● Ensure that analytical equipment is in good operating conditions, 5S and good laboratory practices are applied on a daily basis; ● Maintain availability of supplies and materials needed in the laboratory; ● Performs related and other works that may be assigned from time to time. 	<ul style="list-style-type: none"> ● BS Chemistry, Chemical Engineering, Materials Science and Engineering, Physics and related courses; ● With RA 1080 eligibility is an advantage; ● With experience in the operation of analytical equipment for chemical analysis and materials characterization is an advantage; ● Preferably with ISO background (ISO 17025:2017); ● Preferably with good communication skills, both oral and written; ● Computer literate is an advantage.

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 June 16, 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.

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