

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of June 6, 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: <u>11</u> Basic Annual Salary: <u>P 324,000.00</u> 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-20-1998	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"> • Conducts R&D studies, test and observation in the field of materials science; • Provides assistance in the preparation of materials to be used in the research; • Provides assistance on the activities requested by clients; • Clears and maintain laboratory glassware, apparatus and equipment; • Performs routine laboratory procedure; • Attends conferences, meetings, seminar and related activities; • Provides assistance in the preparation of progress and terminal reports and technical papers for publication; • 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, Mechanical Engineering or any related courses; • With RA 1080 eligibility is an advantage; • With experience in the operation of machine and equipment for materials processing and characterization 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 June 22, 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