

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of September 20, 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. Standards and Testing Division (STD)</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 P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SCA-37-1998	Elementary School graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	<ul style="list-style-type: none"> <li>● Maintain cleanliness and sanitation of glassware, equipment and working areas;</li> <li>● Conduct sterilization and decontamination procedures;</li> <li>● Assist in the conduct of analysis, preparation of materials, and media preparation;</li> <li>● Assist in performing quality control procedures;</li> <li>● Act as liaison/purchaser/canvasser for Microbiology Section;</li> <li>● Attend meetings, conferences and related activities pertaining to work as directed;</li> <li>● Perform duties which may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>● Preferably with experience in assisting in the conduct of biological experiments;</li> <li>● Preferably with experience as a laboratory aide in a biological laboratory.</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 October 5, 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