

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of May 24, 2024

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 Assistant Salary Grade: 9 Basic Annual Salary: P 254,532.00 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-SRAS-3-1998	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> ● Distributes the official papers, memoranda, reports, and other related documents within the division and the Institute by reviewing first to ensure accuracy, completeness, and proper formatting to ensure accurate tracking, version control, and accessibility of all divisional documents. ● Develops a distribution plan based on the urgency, priority, and relevance of each documents by coordinating with division chief and researchers to determine appropriate recipients for each document. ● Implements a tracking system by monitoring the distribution status of each document to ensure tracking, version control, and accessibility of all divisional documents. ● Maintains the detailed records of document distribution, including dates, recipients and any relevant comments or feedback by generating regular reports to ensure efficiency and effectiveness of the document distribution process. ● Assists the researchers in the technical service/consultation, conduct of laboratory works and technology transfer by receiving, recording, sorting, reviewing the client's request to ensure successful completion of the request within the approved timeframe and customer satisfaction. ● Perform other related duties such as committee assignments, and attendance to seminars and conferences by complying the requirements of additional works as mandated by the management to ensure successful completion of the assigned activities. 	<ul style="list-style-type: none"> ● Computer literate ● Knowledgeable in the government procurement process. 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 8, 2024.

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