

**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. Standard and Testing Division (STD)							
1. Science Research Specialist I Salary Grade: 13 Basic Annual Salary: <u>P 375,840.00</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-SRAS1-50-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> ● Conducts biological testing specifically toxicity test and bioassays; ● Conducts research on testing methodology and test method validation; ● Assists in validation of technical services requests and contract research projects and attends to technical inquiries and prepares correspondences; ● Acts as officer in charge in the absence of the heads and contributes in achieving targets based on quality objective and key performance indicators; ● Assists in the planning, monitoring and management of laboratory activities; ● Monitors laboratory requirements on equipment and supplies and initiates upgrading and acquisition of resources; ● Helps in developing and designing proposals for technical services-oriented projects and deliver outputs; ● Performs other duties as assigned through special orders and involvement on technical committees and technical working group. 	<ul style="list-style-type: none"> ● Graduate of BS Medical Technology, Pharmacy, Chemistry, Biochemistry or other related science courses; ● Has an RA 1080 eligibility or passed the licensure/board exam corresponding to their specific field; ● With at least one (1) year experience in biological testing with background in animal welfare considerations/ guidelines (RA 8485 of 1998) and good laboratory practices; ● With at least 8 hours relevant training on pre-clinical research with background in animal care and use programs specifically animal handling and restraint techniques and use of animals in testing and research will be an advantage; ● With strong background in technical/R&D proposal writing/and or project management; ● Competent in computer software operations and in handling laboratory information management systems. ● Be able to work with minimum supervision.

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