

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 Aide Salary Grade: 4 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-30-1998	Elementary graduate	None required	None required	None required	<ul style="list-style-type: none"> ● Supports in achieving laboratory targets based on quality objective and key performance indicators; ● Assists in the conduct of testing activities of the laboratory with facility maintenance; ● Maintains cleanliness and sanitation of glassware animal rack and cages, equipment and work areas in the facility; ● Conducts housekeeping procedures; ● Attends meetings and related activities pertaining to work as directed; ● Performs other duties as assigned from time to time. 	<ul style="list-style-type: none"> ● Graduate of high school or any vocational courses; ● With diploma or any proof of evidence for educational attainment; ● With hands on experience/training on good laboratory practice, laboratory facility maintenance, hygiene duties, preferably with animal care and handling background will be an advantage; ● With basic computer skills and experience in preparation of documents for purchase request and other procurement processes; ● With experience in operation of basic laboratory equipment; ● 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