

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of September 17, 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		
<b>I. Environment and Biotechnology Division (EBD)</b>							
<b>1. Supervising Science Research Specialist</b> Salary Grade: <u>22</u> Basic Annual Salary: <u>P 898, 032.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SVRS-14-1998	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility  • Conceptualizes research and development plans, programs and projects relevant to the objectives of the Industrial Fermentation Technology Section (IFTS), Environment and Biotechnology Division and the Institute • Participates in formulation of strategies and operational processes for the implementation of the specific programs/projects of the Institute • Supervises and participates in the development, implementation, evaluation, and monitoring of the IFTS programs/projects • Performs coordination and strengthen linkages with other units of the Institute, DOST agencies, and other government agencies relevant to assigned programs/projects	• Preferably with units or advanced degree in biology, biotechnology or microbiology • Having a Biosafety Professional Certification is an advantage • Familiarity with industrial or white biotechnology

*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 September 30, 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](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