

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of September 12, 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 Aide Salary Grade: 4 Basic Annual Salary: P 194, 508.00 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-SCA-8-1998	Elementary School graduate	None required	None required	None required (MC 11, s. 96 Cat III) <ul style="list-style-type: none"> ● Assists in conducting research studies on new research products in the field of Special Materials by referring to the DOST harmonized national R&D agenda and preparing the requirements to develop innovative technologies and scientific publications. ● Assists in undertaking the development of work procedures, methods, and techniques to be used for research work by complying with the new standards and methodologies to achieve continual improvement in the R&D process. ● Assists in evaluating the analysis of experiments by employing analytical tools and statistical methods and relevant software tools to ensure accuracy of the results and conclusion. ● Conducts technical services, assistance and testing by applying the ISO work instruction to ensure 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"> ● Preferably with hands-on experience/training in good laboratory practice, laboratory facility maintenance and safety ● Preferably with experience in document processing, archiving and classification ● Preferably with experience in operation of basic laboratory equipment, in particular, for ceramics and related materials ● Preferably with experience on working in a ISO 9001:2015 environment ● Can work with minimal 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 September 27, 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
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