

**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		
<b>I. Standards and Testing Division (STD)</b>							
<b>1. Science Research Specialist I</b> Salary Grade: <b>13</b> Basic Annual Salary: <b>P 394, 440.00</b> 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-SRAS1-8-2009	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> <li>● Performs simple research activities on processes and techniques regarding projects undertaken.</li> <li>● Provides assistance in gathering data for the preparation of report and write-ups of the experiment</li> <li>● Perform routine laboratory tasks such as preparation of reagents, operations of instruments and calculation of data.</li> <li>● Performs literature review, attends meetings and seminars.</li> <li>● Conducts microbiological analysis of food, water, disinfectants, cosmetics, drugs, extracts, and other industrial samples.</li> <li>● Conducts activities in accordance to ISO/IEC 17025 and BDAF requirements.</li> <li>● Conducts and monitors quality control procedures in the laboratory.</li> <li>● Prepares culture media/reagents/sample for analysis</li> <li>● Conducts literature research relevant to the field of microbiology.</li> <li>● Prepares technical procedures for the microbiology section.</li> <li>● Prepares materials and supplies requisition</li> <li>● Attends meetings, conferences, trainings, and activities related to work as directed.</li> <li>● Performs other duties which may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>● Graduate of Bachelor of Science in Microbiology, Biology, Food Science, or allied sciences with subjects/units related to microbiology.</li> <li>● Preferably a Registered Microbiologist or with PRC license.</li> <li>● Competent and completed at least 2 years' experience in microbiological testing of food, water, pharmaceutical, cosmetics, and others; and antimicrobial activity testing of extracts, disinfectants, and other samples.</li> <li>● Preferably PAB-approved signatory.</li> <li>● With experience in working at an ISO/IEC 17025 accredited laboratory and in the implementation of quality assurance in microbiological testing.</li> <li>● With relevant training in the field of specialization and implementation of quality management system based on ISO/IEC 17025.</li> <li>● Good oral and written communication skills.</li> <li>● Ability to work independently and collaboratively as needed.</li> </ul>

*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 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](http://itdi.dost.gov.ph/images/Personnel/Applicants_Data-Sheet_2016.pdf), and to be submitted together with the above-mentioned documentary requirement.*

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*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