

Republic of the Philippines  
 Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
 DOST Cpd., General Santos Ave., Bicutan, Taguig City  
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<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of January 31, 2025

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. Chemicals and Energy Division (CED)</b>							
<b>1. Science Research Assistant</b> Salary Grade: <u>9</u> Basic Annual Salary: <u>P 278, 712.00</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-SRAS-13-1998	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility  <ul style="list-style-type: none"> <li>● Conduct routine technical services, and support services to clients related to Industrial chemicals;</li> <li>● Under general supervision perform laboratory experiments;</li> <li>● Maintain laboratory equipment;</li> <li>● Operate simple fabrication tools such as cutting machine, welding machine, etc.;</li> <li>● Performs other activities by the immediate supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>● Preferably completed at least 2-year course on Engineering or Chemistry related field;</li> <li>● Able to operate basic laboratory equipment such as pH meter, rotary evaporator, etc.;</li> <li>● Computer literate (Microsoft Programs and other applications);</li> <li>● Able to operate welding machines;</li> <li>● Coachable</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 February 12, 2025.*

**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