

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of April 15, 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 | | |
| I. Environment and Biotechnology Division (EBD) | | | | | | | |
| 1. Science Research Analyst Salary Grade: 11 Basic Annual Salary: P 360,288.00 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-SRAN-23-1998 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional) Second Level Eligibility • Operate simple microbiology laboratory apparatus and equipment related. • Set up microbiology laboratory apparatus and equipment to be used for experiments. • Take charge of the cleanliness and orderliness of rooms, facilities and laboratories. • Perform related and other work that may be assigned by the supervisor | • BS degree in Biology, Biotechnology, Microbiology or Biochemistry • Knowledge in Molecular Docking, Genomics, Immunoinformatic and Proteomics is advantage • Familiarity in documentation and office procedures in government service is advantage |

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 April 28, 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, 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