

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of February 6, 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. Chief Science Research Specialist</b> Salary Grade: <b>24</b> Basic Annual Salary: <u>P 1,080,936.00</u> Monthly Additional Allowances: P2,000.00 PERA P5,000.00 Representation Allowance P5,000.00 Transportation Allowance P1,500.00 Communication Allowance P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 23% of Basic Salary as Hazard Pay	1	ITDIB-CSRS-1-1998	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention	Career Service (Professional) Second Level Eligibility or RA 1080	<ul style="list-style-type: none"> <li>● Plan, organize, direct, and/or undertake R&amp;D and/or technical service programs and/or major projects of the Institute;</li> <li>● Prescribe research procedures and/or methods to be followed in the attainment of defined scientific/technological objectives;</li> <li>● Participates with higher authorities in laying down policies and/or programs for scientific and technological objectives;</li> <li>● Do other related works.</li> </ul>	<ul style="list-style-type: none"> <li>● Ph.D. in Science or Engineering is an advantage;</li> <li>● Preferably with license;</li> <li>● With at least 4 years of experience in supervisory functions and R&amp;D studies related to energy, chemical process, pharmaceuticals, and industrial chemicals;</li> <li>● Has a strong technical and program management skill.</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: Position\_Division) on or before March 31, 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.**

  
**ANNABELLE V. BRIONES, PhD.**  
 Director