

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of February 5, 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 Specialist II</b> Salary Grade: <b>16</b> Basic Annual Salary: <b>P 522, 720.00</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-SRAS2-65-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> <li>• Prepares and conducts R&amp;D proposals/project studies in the field of Industrial Chemistry or related fields;</li> <li>• Conduct technical services, technical assistance, and support services to clients related to Industrial chemicals;</li> <li>• Provide scientific solutions to equipment assembly and repair;</li> <li>• Maintain laboratory equipment;</li> <li>• Seeks and provides a scientific explanation to R&amp;D findings as well as solution to a technical problem;</li> <li>• Participates in scientific explanation to R&amp;D findings as well as solutions to a technical problem;</li> <li>• Participates in scientific conferences, seminars, workshops, inter-agency meetings for scientific advancement and R&amp;D areas of specialization;</li> <li>• Performs other activities given by the immediate supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably a graduate of Mechanical Engineering, or Electrical Engineering;</li> <li>• With PRC License;</li> <li>• With relevant work experience in installation, assembly, and repair of mechanical and electrical equipment;</li> <li>• With relevant work experience in repair and assembly of equipment pertinent to chemical synthesis and purification such as fractionating distillation, etc.;</li> <li>• With relevant work experience in industrial chemical process R&amp;D;</li> <li>• Has excellent verbal/written communication and interpersonal skills;</li> <li>• Can deal effectively with senior management;</li> <li>• With people management skills;</li> <li>• Computer literate (Microsoft Programs and other applications).</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