

Republic of the Philippines  
 Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
 DOST Cpd., General Santos Ave., Bicutan, Taguig City  
 Tel. Nos. : 8683-7750 to 69 (DOST - ITDI Trunklines)  
<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITIONS**  
**SELECTION CRITERIA**

As of May 23, 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. Chemicals and Energy Division (CED)							
<b>1. Science Aide</b>  Salary Grade: <b>4</b> Basic Annual Salary: <u>P 201, 996.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	<b>1</b>	<b>ITDIB-SCA-1-1998</b>	Elementary School graduate	None required	None required (MC 11, s. 96 - Cat III)	<ul style="list-style-type: none"><li>• Maintains the cleanliness and organization of the laboratory facility and equipment by regularly cleaning workspaces, disposing of waste according to safety protocols, and ensuring proper storage of tools and materials to support a safe, efficient, and well-maintained work environment.</li><li>• Assists in the development and optimization of a laboratory-scale process for synthesizing and processing chemicals by preparing reagents, setting up experiments, collecting data, and documenting results to support the refinement of reproducible processes for future scale-up.</li><li>• Assists in the scale-up of a laboratory process to bench scale by setting up equipment, monitoring reaction conditions, and compiling performance data to help ensure process feasibility and scalability for industrial application.</li><li>• Assists in the fabrication and assembly of bench-scale equipment for chemical synthesis and processing by preparing materials, following technical blueprints, and supporting machining, welding, and system integration tasks to produce functional and durable equipment for research and industrial applications.</li><li>• Delivers technical support and services by performing routine chemical analyses, maintaining laboratory facilities, and ensuring adherence to quality and safety standards for industrial applications.</li><li>• Keeps updated on current trends and issues, as well as various activities of the institute, by attending seminars and conferences and participating in various activities, meetings, and discussions to gain additional knowledge for developing comprehensive plans and programs for the section.</li><li>• Assists in the execution of institutional objectives by providing support functions to ensure smooth operations and contribute to the achievement of organizational goals and priorities.</li><li>• Performs other duties and responsibilities as assigned by the supervisor or management, adapting to evolving organizational needs and ensuring the timely and effective completion of tasks to support overall goals.</li></ul>	<ul style="list-style-type: none"><li>• With hands-on experience in good laboratory practice, and laboratory facility maintenance;</li><li>• With hands-on experience in operation of basic laboratory equipment (e.g. oven, furnace, pH meter, etc.);</li><li>• With hands-on experience in basic fabrication techniques (i.e. welding etc.);</li><li>• Computer literate (Microsoft Programs and other applications);</li><li>• Can work with minimal supervision.</li></ul>



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*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 **June 6, 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