

Republic of the Philippines
 Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
 DOST Cpd., General Santos Ave., Bicutan, Taguig City
 General Santos Avenue, Bicutan, Taguig City
 Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167 local 2219/2222
<http://www.itdi.dost.gov.ph>

ANNOUNCEMENT OF VACANT POSITION
SELECTION CRITERIA

As of August 17, 2021

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. Materials Science Division (MSD)								
1. Science Research Specialist I Salary Grade: <u>13</u> Basic Annual Salary: <u>P 339,312.00</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	1	ITDIB-SRAS1-16-1998 reposting	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none">● Assists in the implementation of the projects of the division● Carry out laboratory experiments and test/analysis on membrane, additive, manufacturing and other related projects● Performs literature review and prepare summary/key points of literature search● Assists in the preparation of project proposal, progress report, presentations and terminal/accomplishment report	<ul style="list-style-type: none">● Bachelor's degree in Chemistry/Materials Science/Engineering, Chemical Engineering● With experience in R&D and lab testing● Knowledgeable in ISO 17036/ISO 9001:2015 and lab safety● Computer literate (Microsoft programs and other applications)● Can handle both r&D and Administrative tasks

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: Position_Division) on or before September 3, 2021.

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.


ANNABELLE V. BRIONES, PhD.
 Director

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ANNOUNCEMENT OF VACANT POSITION/S
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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY			
I. Administrative Division (ADM)								
1. Administrative Officer V Salary Grade: 18 Basic Annual Salary: <u>P 524,172.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-ADOF5-5-2004	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none">Establishes and maintains an active continuing program for management preservation and disposition of records using database;Assumes full responsibility in the custody and safekeeping of official records and documents of the Institute;Checks and classifies signed correspondence before releasing;Authenticates copies of official documents;Conducts inventory of records that is created and stored within the institute.Oversees the transition from paper to electronic management systems.Provides the necessary support to ensure the accountability, transparency and regulatory requirements of the Institute are met.Performs other duties may assign.	<ul style="list-style-type: none">Preferably a graduate of bachelor's degree in Office Management or any other related courses;Meticulous attention to detail.Preferably with experience in clerical/administrative jobs/records keeping;Knowledgeable in the Implementing Rules and Regulations of RA 9470 and records disposition administration;Proficient in MS Office Applications;Knowledgeable in ISO 9001:2008 (Quality Management System);Preferably with trainings on Basic Records Management and Administration and Disposal of RA 9470;Good written and oral communication skills.Possesses strong leadership qualities and a team player.

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**ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA**

As of August 16, 2021

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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)								
1. Chief Science Research Specialist Salary Grade: 24 Basic Annual Salary: <u>P 1,040,904.00</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 At least 23% of Basic Salary as Hazard Pay	1	ITDIB-CSRS-1-1998 reposting	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 RA1080	<ul style="list-style-type: none">● Plan, organize, direct, and/or undertake R&D and/or technical service programs and/or major projects of the Institute;● Prescribe research procedures and/or methods to be followed in the attainment of defined scientific/technological objectives;● Participates with higher authorities in laying down policies and/or programs for scientific and technological objectives;● Do other related works.	<ul style="list-style-type: none">● Ph.D. in Science or Engineering is an advantage;● Preferably with license;● With at least 4 years of experience in supervisory functions and R&D studies related to energy, chemical process, pharmaceuticals, and industrial chemicals;● Has a strong technical and program management skill.

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