

**ANNOUNCEMENT OF VACANT POSITION  
 SELECTION CRITERIA**

As of January 31, 2022

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

POSITION TITLE	REF. ITEM NUMBER	CIVIL SERVICE COMMISSION- QUALIFICATION REQUIREMENT				DUTIES AND RESPONSIBILITIES	ADDITIONAL
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
<b>I. Administrative Division (ADM)</b>							
<b>1. Administrative Aide IV</b> Salary Grade: <u>4</u> Basic Annual Salary: <b>P172,800.00</b> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	<b>1</b>	ITDIB-ADA4-21-2004	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility  • Receives approved Resolution and prepares/assigns Purchase Orders/Work Order number; prepares Obligation Request/Budget Utilization Request and Status; photocopies of needed documents; and records in the logbook and releases PO/WO to the concerned divisions; • Receives and files approved PO's/WO's and inform supplier thru email; • Assists and answers query from end-users & external providers thru email & telephone calls; • Reviews and checks completeness of documentary requirements prior to preparation of Purchase/Work Order; submits report & copies of approved and conformed PO's/WO's and attached documents to COA. • Performs other related duties that may be assigned.	• Preferably a graduate degree relevant to the position • Meticulous at work • 4 hours of relevant training preferably in R.A. 7041 • Proficient in Microsoft Office Applications;

**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 1, 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 **February 10, 2022**.**

**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**

**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, sex, gender identity, civil status, disability, religion, ethnicity and political affiliation.**

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



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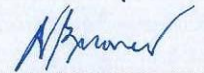
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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY			
<b>I. Environment and Biotechnology Division (EBD)</b>								
<b>1. Senior Science Research Specialist</b> Salary Grade: <u>16</u> Basic Annual Salary: <b><u>P579,756.00</u></b> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	<b>1</b>	<b>ITDIB-SRSRS-85-1998</b>	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"> <li>● Undertakes R&amp;D in hazardous waste management and air pollution control for industrial and other applications;</li> <li>● Undertakes technology transfer of generated technologies;</li> <li>● Provides technical assistance and support services to clients, i.e. industry, academe, on hazardous waste management and air pollution control;</li> <li>● Contributes to the planning of research activities of the Waste Management Section;</li> <li>● Performs other related duties.</li> </ul>	<ul style="list-style-type: none"> <li>● BS Chemical Engineering, Environmental Engineering, Mechanical Engineering, or Industrial Engineering degree;</li> <li>● Chemistry or Environmental Science degree;</li> <li>● RA 1080 for degree with professional examination.</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, 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 January 18, 2022.***

***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 letter of application.***

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**ANNABELLE V. BRIONES, PhD.**  
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