

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 November 23, 2020

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. National Metrology Division (NMD)								
1. Senior Science Research Specialist Salary Grade: <u>19</u> Basic Annual Salary: <u>P 561,492.00</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-SRSRS-77-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA1080	<ul style="list-style-type: none"> • Perform calibration of non-routine, specialized and high accuracy standards and instruments • Maintain national reference standards, secondary and working standards • Adapt existing calibration equipment, standards, and techniques to accomplish unique measurement tasks • Prepare calibration reports and certificates • Check and review raw datasheets and approve calibration reports of subordinates • Perform uncertainty evaluation and analysis for measurement standards and related processes. • Develop necessary software for the calibration and maintenance of calibration standards • Train subordinates in calibration concepts and procedures • Develop, implement and maintain the laboratory's quality system in accordance with published international standards • Work towards the international recognition of the laboratory's calibration capabilities and its maintenance • Provide technical training and expert advice to other organizations as needed 	<ul style="list-style-type: none"> • BS degree in Physical Science or 5-year engineering program; MS degree would be a definite advantage • With experience in a metrology laboratory • Knowledgeable in the implementation of quality systems

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2. Science Research Specialist II Salary Grade: <u>16</u> Basic Annual Salary: <u>P 421, 272.00</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-SRAS2-93-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none"> ● Perform calibration of customer's equipment ● Evaluate measurement uncertainty ● Prepare calibration certificates and test reports ● Develop technical procedures and work instructions ● Conduct in-house technical training on calibration ● Train newly hired laboratory personnel ● Conceptualized and prepare project proposals 	<ul style="list-style-type: none"> ● BS degree in Physical Science or 5-year engineering program, MS degree would be a definite advantage ● With experience in a metrology laboratory ● Knowledgeable in the implementation of quality systems ● Knowledgeable in instrument control and software programming
3. Science Research Specialist I Salary Grade: <u>13</u> Basic Annual Salary: <u>P 321, 048.00</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-SRAS1-51-1998	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"> ● Perform calibration of customer's equipment ● Evaluate measurement uncertainty ● Prepare calibration certificates and test reports 	<ul style="list-style-type: none"> ● BS degree in Physical Science or 5-year engineering program, MS degree would be a definite advantage ● Proficient in MS Office applications and visual basic application

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 on or before December 11, 2020.

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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, Ph.D.
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