

**ANNOUNCEMENT OF VACANT POSITION  
 SELECTION CRITERIA**

As of December 9, 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			
<b>I. Standards and Testing Division (STD)</b>								
<b>1. Science Research Specialist II</b> Salary Grade: <u>16</u> Basic Annual Salary: P 421, 272.00 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-SRAS2-85-1998	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"> <li>• Conducts physical/mechanical, and performance testing of products and materials samples.</li> <li>• Evaluates manufacture processes and issues Formula of Conversion certificates</li> <li>• Assists the senior staff in the activities of the laboratory</li> <li>• Assists in the validation of request for technical services in the absence of the senior staff</li> <li>• Communicates with clients regarding technical concerns, online transactions, and monitoring of request and schedule</li> <li>• Initiates the preparation of materials and administering platforms for communications, technical management, presentations, and meetings</li> <li>• Performs other duties that may be assigned by the laboratory</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate of Bachelor's degree in Mechanical, Electrical, Civil or Chemical with PRC registration and active professional license</li> <li>• With experience in physical/mechanical testing.</li> <li>• Preferably ISO/IEC 17025 accredited signatory for Physical testing</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) on or before December 28, 2020.*

**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.*

  
**ANNABELLE V. BRIONES, PhD.**  
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