

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 POSITIONS

As of April 2, 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. Supervising Science Research Specialist Salary Grade: <u>22</u> Basic Annual Salary: <u>P 802,404.00</u> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SVSR5-13-1998	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none"> ● Plans and supervises the production of reference materials (RMs) of the Metrology In Chemistry (MIC) Section; ● Plans and supervise the organization and conduct of accuracy-based proficiency testing; ● Review and sign analysis reports of technical staff including but not limited to homogeneity tests, stability tests, and reference value assignments. ● Ensures the quality of reference materials (RMs); ● Develop and maintain policies, operational procedures and records of the MIC Section according to ISO 17025, ISO 17034 and ISO 17043. ● Plan and implement quality control activities (example: Interlaboratory comparisons) to ensure that measurements done are traceable to the definition of the SI units. ● Monitor and ensure the growth of technical, and administrative competency of all MIC staff; ● Engage with international counterpart in other national metrology institute (NMI) and other stakeholders ● Prepare technical and progress reports of the Section ● Perform other NML relevant duties as may be assigned to him/her by the NML Chief. 	<ul style="list-style-type: none"> ● Bachelor's degree in Chemistry and related areas preferably with Master or Doctorate in Chemistry ● Three (3) years relevant experience in carrying out Metrology In Chemistry activities (e.g. development of reference materials conduct of method validation, estimation of measurement uncertainty, reference value assignment, the conduct of proficiency testing for chemical analysis. ● With 48 hours of relevant training on method validation, estimation of measurement uncertainty, reference material production, ISO standards implementation (e.g., ISO 17025, ISO 17034, ISO 17043) is an advantage.

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
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 At least 15% of Basic Salary as Hazard Pay	1 ITDIB-SRAS2-97-1998	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"> • Performs chemical analysis of samples and method validation of different analytical techniques; • Prepares reference material/proficiency test material (RM/PT materials) and conduct of characterization studies for the RMs • Conducts organization and coordination of PT schemes • Collates PT results and assists in the preparation of the report • Performs documentation requirement for accreditation to ISO 17025, 17034, and 17043 • Performs other related duties that may be assigned from to time. 	<ul style="list-style-type: none"> • BS Chemistry, MS Chemistry units is an advantage • Passed PRC Chemistry Licensure Examination • With training on chromatographic and/or mass spectroscopic technique(s) and isotope dilution techniques (e.g., ID-LC-MS, ID-GC-MS, ICP-MS) or any equivalent training. • Preferably with ISO background on quality management and technical requirements for testing laboratory, reference material production, provision of proficiency testing schemes (e.g., ISO/IEC 17025, ISO17034, ISO17043) • With experience in reference value assignment, measurement uncertainty estimation, provision of proficiency testing schemes

Interested and qualified applicants should signify their interest in writing and attach in the application letter the resume or curriculum vitae, Personal Data Sheet with Work Experience Sheet Form, official transcript 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 Section, Administrative Division on or before April 21, 2020.

QUALIFIED APPLICANTS are advised to send through email their application and other documentary requirements to admhrms@itdi.dost.gov.ph

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-


ANNABELLE V. BRIONES, Ph.D.
 Director