

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 September 11, 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			
Chemicals and Energy Division (CED)								
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-46-1998	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"> • Under supervision, assists in the implementation of the project (s) of the section and the division, as assigned by the Section/Supervisor/OIC • Performs literature survey and summary of or key points of the literature search; • Assists in the preparation of project proposals, progress reports, presentations, and project documents, i.e., terminal reports • Conducts technical assistance/service technology transfer, i.e. Energy Audit/assessment; • Undertakes the preventive maintenance and facilities for the calibration of instruments and equipment units; • Assist in the preparation of technical assistance/service reports, i.e., Energy Audit/Assessment Reports • Attend meetings, seminars, training, conferences, or workshop for scientific or technical advancement • Performs special assignments and other related duties and responsibilities 	<ul style="list-style-type: none"> • Bachelor's degree, preferably Mechanical Engineering or Electrical Engineering or any relevant to the job • Preferably licensed Mechanical Engineer or licensed Electrical Engineer • Preferably with three years of relevant experience in energy management, conservation, efficiency and auditing in the area of energy systems, conservation & utilization • Computer literate (Microsoft programs and other applications)

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY			
2. Science Research Specialist I Salary Grade: <u>13</u> Basic Annual Salary: P <u>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-SRAS1-1-1998	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"> • Under supervision, assists in the implementation of the project (s) of the section and the division, as assigned by the Section/Supervisor/OIC; • Performs literature survey and summary of or key points of the literature search; • Assist in the preparation of project proposals, progress reports, presentations and project documents, i.e., terminal reports • Conducts the set-up of laboratory equipment units including experiments and test runs; • Assist in the preparation of the projects documents, i.e. accomplishment reports • Performs laboratory task such as preparation of reagents, operation of laboratory instruments/equipment units, calculation of data and preparation of reports in line with technical services/assistance, research & development projects and technology transfer 	<ul style="list-style-type: none"> • Preferably BS Pharmacy and Licensed Pharmacist • Preferably with experience on analysis and processing of pharmaceuticals • Computer literate (Microsoft programs and other 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, 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 on or before September 30, 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, 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

**ANNOUNCEMENT OF VACANT POSITION
 SELECTION CRITERIA**

As of September 10, 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. Materials Science Division (MSD)								
1. 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-SRAS2-44-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none"> • Conducts research and development in materials science and engineering. • Reviews and studies scientific and technological literature relevant to the field of materials science and engineering • Prepares proposals and implement projects in any field of materials science and engineering • Prepares technical papers for publication, patent application and presentation • Attends to technical inquiries and prepares correspondences 	<ul style="list-style-type: none"> • BS in Chemistry, Chemical Engineering, Materials Science and Engineering, Mechanical Engineering, MS units is an advantage • At least two years' experience in carrying out research works in any field of materials science is an advantage. • With a knowledge in advanced materials (polymers, composites, nanotechnology, smart materials) is an advantage. • Preferably with ISO background (ISO9001:2015 or ISO17025) • Preferably with good verbal/written correspondence skills and interpersonal skills. • Can work with minimal supervision

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 on or before September 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, 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
 