

**ANNOUNCEMENT OF VACANT POSITION
 SELECTION CRITERIA**

As of May 12, 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 position listed below at ITDI is proposed to be filled.

POSITION TITLE	REF. ITEM NUMBER	CIVIL SERVICE COMMISSION- QUALIFICATION REQUIREMENT				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT	
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY			
I. Administrative Division (ADM)								
1. Administrative Officer IV Salary Grade: <u>15</u> Basic Annual Salary: P 384,636.00 Monthly Additional Allowances: P2,000.00 PERA P3,500.00 Subsistence Allowance and Laundry 15% of Basic Salary as Hazard Pay	1	ITDIB-ADOF4-2-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> ● Oversee the activities of BAC ● Organize and make necessary arrangements for BAC meetings ● Conduct biddings in accordance with RA 9184 and prepare all necessary documents relative thereto. ● Coordinate with end-users various units of the procuring entity and monitor results of the bidding ● Check, verify and consolidate PR for public bidding before posting to Philgeps ● Performs other duties assigned from time to time. 	<ul style="list-style-type: none"> ● Bachelor of Science in Business Administration or any other related courses ● With knowledge about RA 9184 and its revised IRR ● Computer literate ● Good written and verbal communication skills ● Output oriented and keen to details ● Can work under time pressure ● Able to work with minimum 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 May 25, 2020.

QUALIFIED APPLICANTS are advised to send through email and 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-mentioned documentary requirement.


ANNABELLE V. BRIONES, PhD.
 Director

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 May 12, 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-ADMATEL)							
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 At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SRSRS-84-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility • RA1080 • Supervise the operation of the ADMATEL laboratory • Conduct materials characterization of various materials using analytical equipment at ADMATEL. • Prepare technical report analysis. • Maintain availability of supplies and materials needed in the laboratory • Respond to service requests and queries of the customer • Ensure laboratory safety and maintenance and effective implementation of occupational health awareness in the laboratory. • Attend to administrative matters and related activities with regards to ADMATEL operations. • Ensure that the laboratory equipment is properly handled and cleaned after use. • Perform other duties that may be assigned from time to time.	• BS degree in Chemistry, Chemical Engineering, Materials Science and Engineering, Electronics and Communications Engineering, Physics • Master's Degree in any of the fields mentioned is an advantage. • With at least 2 years experience in Chemical analysis and materials characterization; deep knowledge on principle and operation of analytical equipment like TOFSIMS, AES and FIB-FESEM and other related analytical testing equipment like DSC, TGA, TMA, FTIR, etc. • Had work experience in ISO17028 Accredited Testing Laboratory is an advantage • With supervisory and management skills and high attention to detail • Competency in Microsoft Office and internet applications. • Good communication skills, both oral and written

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 May 25, 2020.

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

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 May 12, 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		

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, PhD.
Director