

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of September 23, 2021

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: <b>16</b> Basic Annual Salary: P 439,536.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance At least 23% of Basic Salary as Hazard Pay	<b>1</b>	<b>ITDIB-SRAS2-105-1998</b>	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility or RA1080 <ul style="list-style-type: none"> <li>• Conducts physical/mechanical testing of products and materials samples;</li> <li>• Evaluates manufacture processes and issues related to Formulation of Conversion certificates</li> <li>• Assists the senior staff in the activities of the laboratory;</li> <li>• Assists in the validation of requests for technical services in the absence of the senior staff;</li> <li>• Communicates with clients regarding technical concerns, online transactions and monitoring of requests and schedule;</li> <li>• Initiates the preparation of materials and administering platforms for communications, technical management, presentations and meetings;</li> <li>• Performs other duties as may be assigned by the laboratory.</li> </ul>	<ul style="list-style-type: none"> <li>• BS Chemical, Civil, Electrical, or Mechanical Engineering or other related science courses graduate;</li> <li>• Must have an ISO/IEC 17025 background on quality management and technical requirements for testing laboratory;</li> <li>• Preferably with experience in evaluation of manufacture and industrial processes for the issuance of Formula of Conversion certificates;</li> <li>• Has strong background in technical/R&amp;D proposal writing and/or project management;</li> <li>• Proficient in computer software operations and in handling laboratory information management systems;</li> <li>• With strong ability to deal effectively with senior management;</li> <li>• Has excellent verbal/written communication and interpersonal skills;</li> <li>• Be able to work with minimum supervision.</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) (subject: Position\_Division) on or before **October 8, 2021**.*

**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.*

  
**DR. ANNABELLE V. BRIONES**

Director

