

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of November 8, 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 | | |
| I. Standards and Testing Division (STD) | | | | | | | |
| 1. Science Research Specialist I Salary Grade: 13 Basic Annual Salary: <u>P 339,312.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay | 1 | ITDIB-SRASI-55-1998 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional) Second Level Eligibility or RA1080 <ul style="list-style-type: none"> • Performs assigned tasks to contribute in achieving targets based on quality objective and key performance indicators. • Supports in validation of technical service request for testing and Formula of Conversion services. • Assists in the research on testing methodology and test method validation. • Assists in monitoring laboratory requirements on equipment and supplies. • Evaluates manufacture processes and issues formula of conversion certificates. • Conducts physical/mechanical testing of products and materials samples of PPTL. • Attends to technical inquiries and prepares correspondences. • Performs other technical functions per the PNS ISO/IEC 17025:2017 standards. • Helps in developing and designing proposals for R&D or technical services-oriented projects. • Delivers outputs for the R&D or technical services-oriented projects as assigned. • Performs other duties as assigned by the Division Chief and Director through special orders and involvement in technical committees and technical working groups. | <ul style="list-style-type: none"> • Graduate of Bachelor's Degree in Chemical, Civil, Electrical, or Mechanical Engineering or other related science courses graduate • Having post-graduate degrees or earned units is an advantage • Passed the Licensure Board Examination corresponding to his/her specific field • Preferably with hands-on experience in mechanical physical and performance testing of materials and products using a Universal Testing Machine and other related equipment • Knowledgeable in the operation of manufacturing and industrial processing companies • Preferably with background in technical/R&D proposal writing and/or project management • Proficiency in the operations of an ISO/IEC 17025 accredited testing laboratory and in handling laboratory information management systems is an advantage • Competent in computer software operations • Results oriented and motivated • Has above average verbal/written communication and interpersonal skills • Can deal effectively with senior management • Be 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 or send to email address, admhrms@itdi.dost.gov.ph (subject: Position_Division) on or before **November 22, 2021**.*

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>

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|----------------|------------------|---|------------|----------|-------------|-----------------------------|------------------------|
| | | 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-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 