

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 August 17, 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: <u>13</u> Basic Annual Salary: <u>P 339,312.00</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-SRAS1-49-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility * RA 10657	<ul style="list-style-type: none">Assists the Science Research Specialist II and Senior Science Research Specialist in undertaking the testing activities of the Section/Laboratory;Conducts research studies on new test methodologies;Studies, correlates and determine work procedures, methods and techniques to be used for testing activities;Execution of the work assignment assigned by supervisors and contribute to discussions for scientific development.	<ul style="list-style-type: none">BS Chemistry graduate or allied course, with active license as a chemist (complying to RA 10657 and its IRR)Completed at least two (2) years' experience in analytical chemical testing; completed at least two (2) years' experience in PNS ISO/IEC 17025 compliance and implementation;Competent in the conduct of analytical test methods for various samples matrices handled by the Chemistry Laboratory;With relevant training on method validation, quality control and measurement uncertainty, completed (in-house or sourced out)Knowledge of chemical principles for analytical, inorganic and organic chemistry, methodology, method validation/verification, internal quality control, uncertainty of measurement, basic to advanced instrumentation, and other critical technical aspects of analytical methods.

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
2. Science Aide Salary Grade: <u>4</u> Basic Annual Salary: <u>P 172,800.00</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-SCA-37-1998	Elementary School graduate	None required	None required	None required (MC 11, s. 96 - Cat III) • Maintains cleanliness and sanitation of glassware, equipment and working areas; None required • Conducts sterilization and decontamination procedures; • Assists in Quality control procedures, and media and materials preparation; • Conducts housekeeping procedures; • Acts as liaison/purchaser for Microbiology Section; • Attends meetings, conferences and related activities pertaining to work as directed; • Performs duties, which may be assigned from time to time.	• High school graduate is an advantage; • Preferably with actual experience on Good Laboratory Practice; • With basic computer skills and experience in preparation of documents for purchase request and other procurement processes; • With experience in operation of basic laboratory equipment.

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 September 3, 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, and to be submitted together with the above-

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