

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 POSITIONS
 SELECTION CRITERIA**

As of January 17, 2022

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	VIL SERVICE COMMISSION- QUALIFICATION REQUIREMENT				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
I. Administrative Division (ADM)							
Administrative Officer I Salary Grade: 10 Basic Annual Salary: P 254,460.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-ADOF1-14-2004	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> ● Monitors and maintains file of Purchase Request (PR) per division and per project; ● Prepares and assigns number of Purchase Orders(PO's)/Work Orders(WO's); ● Prepares Obligation request, attaches, photocopied needed documents and records in the logbook for releases to concerned divisions. ● Assists in the delivery and canvassing thru telephone as need arises; ● Receives and files approved PO's/WO's and informs supplier thru fax or email; ● Submits copies of approved PO's/WO's, PR and ACS to COA; ● Monitors and maintains PR Monitoring logbook and prepares Monthly Analysis of Data; ● Assists in the conduct of annual physical inventory of ITDI properties. ● Prepares DV and attached supporting documents for payment ● Performs other duties which may be assigned from time to time. 	<ul style="list-style-type: none"> ● Preferably a graduate of bachelor's degree relevant to the job; ● Meticulous attention to detail. ● 4 hours of relevant training, preferably in R.A. 9184 ● Proficient in MS Office 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 or send to email address, admhrms@itdi.dost.gov.ph (subject: Position_Division) on or before January 28, 2022.

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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

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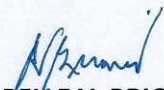
POSITION TITLE	REF. ITEM NUMBER	CIVIL SERVICE COMMISSION- QUALIFICATION REQUIREMENT				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
I. Environment and Biotechnology Division (EBD)							
1. Science Research Specialist II Salary Grade: 16 Basic Annual Salary: <u>P 439,536.00</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-SRAS2-35-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA1080 <ul style="list-style-type: none"> ● Formulates simple experimental procedures/designs in the conduct of research in hazardous waste management and air pollution control; ● Plans daily research activities and gather experimental and literature data on hazardous waste management and air pollution control; ● Contributes to the planning of research activities of the Waste Management Section; ● Acts as task coordinator in the conduct of environmental technology verification; ● Performs other related duties. 	<ul style="list-style-type: none"> ● BS Chemical Engineering, Environmental Engineering, Mechanical Engineering, or Industrial Engineering or BS Chemistry or Environmental Science with Master degree units. ● RA1080 for degree with professional board examination.

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY			
Materials Science Division (MSD)								
1. Science Research Specialist II Salary Grade: 16 Basic Annual Salary: P <u>439,536.00</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-SRAS2-45-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA1080	<ul style="list-style-type: none"> ● Prepares proposals and implement projects on materials science/engineering in the field of nanotechnology, polymers and composites; ● Reviews and studies scientific and technological literature relevant to the field of materials science/engineering; ● Conducts research and development study, test and observations, gather and record data in accordance with the required standards; ● Prepares project documents i.e. progress and terminal report, technical papers for publication, patent application and presentation; ● Ensures that the laboratory/processing equipment is properly handled and cleaned after use; ● Performs other duties which may be assigned from time to time. 	<ul style="list-style-type: none"> ● Preferably with MS or MS units in Chemistry or Materials Science/Engineering; ● Passed the Licensure Board Exam or Civil Service Eligibility; ● At least three years in carrying out research works in any field of materials science; ● Preferably with good verbal/written correspondence skills and interpersonal skills; ● Can work with minimal supervision.

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2. Science Research Specialist I Salary Grade: 13 Basic Annual Salary: P 339,312.00 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-SRAS1-9-2009	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"> ● Assists in the implementation of the projects of the division; ● Carry out laboratory experiments and test/analysis on materials science/engineering in the field of nanotechnology, special materials, particularly, ceramics, surface engineering and composites; ● Performs literature review and prepares summary/key points of literature search; ● Prepares project documents i.e. progress and terminal report, technical papers for publication, patent application and presentation; ● Assists in the preparation of project proposal, progress report, presentation and terminal/accomplishment reports; ● Performs other duties which may be assigned from time to time. 	<ul style="list-style-type: none"> ● Bachelor's degree Chemistry or Materials Science/Engineering or Mechanical Engineering; ● Passed the Licensure Board Exam or Civil Service Eligibility; ● At least one year in carrying out research works in any field of materials science; ● Preferably with good verbal/written correspondence skills and interpersonal skills; ● Can work with minimal supervision.

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I. Standards and Testing Division (STD)								
Science Aide Salary Grade: 4 Basic Annual Salary: P 172,800.00 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-29-1998	Elementary School graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	<ul style="list-style-type: none"> • Washes and cleans laboratory glassware, plastic ware etc. used for testing and analysis of samples; • Assists in the sampling/preparation of samples submitted for testing of method validation; • Provides assistance in the maintenance of laboratory equipment; • Provides menial assistance in the conduct of tests; • Helps maintain cleanliness and orderliness in the laboratory. • Do other duties that may be assigned from time to time (e.g. messenger activities, photocopying of documents, procurement of supplies, inspection of items etc.). 	<ul style="list-style-type: none"> • At least High school Diploma; • Completed at least three (3) years' experience in assistance to laboratory work, e.g. laboratory housekeeping, cleaning of volumetric glassware including acid-washing, monitoring of environment conditions; • Completed induction training in laboratory work as support staff; • Working knowledge on good laboratory practices and chemicals safety and security; • Good labor skills for the laboratory support functions; Exhibits interpersonal skills to communicate with superiors.

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I. National Metrology Division (NMD)							
Science Research Specialist I Salary Grade: 13 Basic Annual Salary: P 339,312.00 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-SRASI-13-1998	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"> • Performs chemical analysis of samples and method validation of different analytical techniques; • Prepares RM/PT materials and conduct of characterization studies; • Assist in the conduct of organization and coordination of PT schemes; • Assist in the collation of PT results and assists in the preparation of report; • Evaluates supplier's quotation for equipment and materials; • Performs documentation requirement for accreditation to ISO 17025, 17034, and 17043; • Performs other related duties which may be assigned from time to time. 	<ul style="list-style-type: none"> • BS Chem Graduate and passed PRC Chemistry Licensure Examination; • Preferably with MS Chem units (at least 12 units) or its equivalent training on chromatographic and/or mass spectroscopic techniques(s) and isotope dilution techniques (e.g., ID-LC-MS, ID-GC-MS); • Preferably with ISO background on quality management and technical requirements for testing laboratory, reference material production, provision of proficiency testing schemes (e.g., ISO/IEC 17025, ISO 17034, ISO 17043); • Preferably with at least two-year experience in reference value assignment.

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I. Technological Services Division (TSD)							
1. Science Research Technician IV Salary Grade: 16 Basic Annual Salary: P 439,536.00 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-SRT4-6-1998	Completion of two years studies in college	4 years of relevant experience	24 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility ● Provides technical support for the planning/establishment and management of the institute's facilities; ● Provision of technical services for various R&D and tech transfer activities of the institute (i.e., designs and drafting, assessment) ● Assists in the implementation and monitoring of ITDI projects, as assigned.	● Bachelor's degree in Architecture or related field; ● Relevant experience on planning and management of infra and infra-related projects; ● Preferably, with experience in government projects.

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