

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 January 31, 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	CIVIL SERVICE COMMISSION- QUALIFICATION REQUIREMENT				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
<b>I. Administrative Division (ADM)</b>							
<b>1. Administrative Aide IV</b> Salary Grade: <u>4</u> Basic Annual Salary: <b>P172,800.00</b> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	<b>1</b>	ITDIB-ADA4-21-2004	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility  <ul style="list-style-type: none"> <li>● Receives approved Resolution and prepares/assigns Purchase Orders/Work Order number; prepares Obligation Request/Budget Utilization Request and Status; photocopies of needed documents; and records in the logbook and releases PO/WO to the concerned divisions;</li> <li>● Receives and files approved PO's/WO's and inform supplier thru email;</li> <li>● Assists and answers query from end-users &amp; external providers thru email &amp; telephone calls;</li> <li>● Reviews and checks completeness of documentary requirements prior to preparation of Purchase/Work Order; submits report &amp; copies of approved and conformed PO's/WO's and attached documents to COA.</li> <li>● Performs other related duties that may be assigned.</li> </ul>	<ul style="list-style-type: none"> <li>● Preferably a graduate of bachelor's degree relevant to the job;</li> <li>● Meticulous attention to detail.</li> <li>● 4 hours of relevant training, preferably in R.A. 9184</li> <li>● Proficient in MS Office Applications;</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 **February 18, 2022**.*

**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-*

**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, Ph.D.**  
 Director 



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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY			
<b>I. Environment and Biotechnology Division (EBD)</b>								
<b>1. Senior Science Research Specialist</b> Salary Grade: 19 Basic Annual Salary: <b>P579,756.00</b> 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	<b>1</b>	<b>ITDIB-SRSRS-85-1998</b>	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> <li>• Undertakes R&amp;D in hazardous waste management and air pollution control for industrial and other applications;</li> <li>• Undertakes technology transfer of generated technologies;</li> <li>• Provides technical assistance and support services to clients, i.e. industry, academe, on hazardous waste management and air pollution control;</li> <li>• Contributes to the planning of research activities of the Waste Management Section;</li> <li>• Performs other related duties.</li> </ul>	<ul style="list-style-type: none"> <li>• BS Chemical Engineering, Environmental Engineering, Mechanical Engineering, or Industrial Engineering or BS Chemistry or Environmental Science with Master degree;</li> <li>• RA 1080 for degree with professional board examination.</li> </ul>

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<b>I. Standards and Testing Division (STD)</b>							
<b>1. Senior Science Research Specialist</b> Salary Grade: <u>19</u> Basic Annual Salary: <b><u>P579,756.00</u></b> 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-SRSRS-79-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> <li>● Acts as officer-in-charge in the absence of the heads and contributes in achieving targets based on quality objective and key performance indicators;</li> <li>● Assists in planning, monitoring, supervision of activities in the laboratory;</li> <li>● Supports in the validation of technical services request for testing and Formula of Conversion services;</li> <li>● Conducts research on testing methodology and test method validation;</li> <li>● Monitoring laboratory requirements on equipment and supplies and initiates upgrading and acquisition of resources;</li> <li>● Conducts physical/mechanical testing of products and materials samples of PPTL;</li> <li>● Attends to technical inquiries and prepares correspondences;</li> <li>● Performs technical function per the PNS ISO/IEC 17025:2017 standards;</li> <li>● Helps in developing and designing proposals for R&amp;D or technical services-oriented projects;</li> <li>● Delivers outputs for the R&amp;D or technical services-oriented projects as assigned;</li> <li>● Performs other duties as assigned by the Division Chief and Director through special orders and involvement in technical committees and technical working groups.</li> </ul>	<ul style="list-style-type: none"> <li>● Graduate of Bachelor's degree in Chemical, Civil, Electrical, or Mechanical Engineering or other related science courses graduate;</li> <li>● Having postgraduate degrees or earned units is an advantage;</li> <li>● With at least 5 years of hands-on experience in mechanical, physical, or performance testing of materials and products using a Universal Testing Machine and other related equipment;</li> <li>● With at least 3 years of experience in the assessment or supervision of manufacturing and industrial processes;</li> <li>● With a strong background in technical/R&amp;D proposal writing and/or project management;</li> <li>● Proficient in the operations of an ISO/IEC 17025 accredited testing laboratory with a functional laboratory quality management system;</li> <li>● Competent in computer software operations and in handling laboratory information management systems;</li> <li>● Passed the licensure/board examination corresponding to their specific field;</li> <li>● A good, results-oriented leader who could motivate subordinates to perform their best;</li> <li>● Has excellent verbal/written communication and interpersonal skills;</li> <li>● Can deal effectively with senior management;</li> <li>● Be able to work with minimum supervision.</li> </ul>



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