

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 March 14, 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			
I. Finance and Management Division (FMD)								
1. Accountant II Salary Grade: <u>16</u> Basic Annual Salary: P 457,800.00 Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-A2-1-2021	Bachelor's degree in Commerce/Business Administrative major in Accounting BS Accountancy BSBA-Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080	<ul style="list-style-type: none"> • Signatory for Disbursement Vouchers and Purchase Order; • Prepares FAR 4 (Trust Fund), FAR 5 (Trust Fund) and FAR 6; • Controls and Monitors Cash Availability (Trust Fund); • Handles, processes obligation/allotment for Assisted & Contract Projects; • Prepares Semi-Annual/Terminal Financial Report of Assisted Projects assigned; • Analyzes/Reconciles Subsidiary Ledger balances of the projects assigned; • Prepares request for release of NCA from DBM under Trust Fund; • Prepares request for Certification of Deposits from BTR under Trust Fund; • Prepares Monthly Bank Reconciliation under Trust Fund Account; • Prepares Summary of Funds received from various clients/DOST & other Gov't. Agency; • Performs the E-NGAS activities (JEV Preparation of adjustment, encode Collection and & Receipt of NCA under Trust Fund); • Issues Order of Payment; • Prepares Payroll and DV for Incentives/honoraria of BAC and GIA Projects; • Approves payment for bookings under Government Fare Agreement; • Performs other duties and functions from time to time by the Accountant and Chief Admin Officer of FMD 	<ul style="list-style-type: none"> • Computer literate • Output Oriented • Hardworking • Ability to Work in Harmony with Co-Workers • Has work ethics • Knowledgeable of Accounting functions

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		

*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: Name of Position_Division) on or before **March 28, 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, 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

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
I. National Metrology Division (NMD)							
1. Science Research Specialist II Salary Grade: 16 Basic Annual Salary: <u>P 457,800.00</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-SRAS2-29-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> ● Performs calibration and measurement work (customer and in-house items; on-site and at home base); ● Evaluates measurement uncertainty; ● Prepares reports of calibrations performed; ● Reviews calibration reports of colleagues; ● Assists in the conduct of Proficiency Testing (PT) schemes and the preparation of PT Protocols and Reports; ● Prepares and maintains ISO 17025 quality system documents and records; ● Acts as trainer in NMDs regular training services; ● Assists in the legal metrology activities of the Laboratory; ● Prepares promotional/IEC materials on NMD and metrology. 	<ul style="list-style-type: none"> ● BS Mechanical, Chemical, Electrical/Electronics, Civil Engineering, Physics; a relevant MSc degree would be an advantage; ● Experience in ISO 17025 metrology laboratory operations (procedure writing, record keeping); ● Proficient in measurement uncertainty evaluation; ● Experience in conducting PT schemes; ● Able to write software programs; ● Knowledge of legal metrology; ● Well rounded in the activities of the NMD and willing to be assigned full time or part time in any of the Sections of the NMD.
2. Science Research Specialist II Salary Grade: 16 Basic Annual Salary: <u>P 457,800.00</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-SRAS2-73-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> ● Performs calibration and measurement work (customer and in-house items; on-site and at home base); ● Evaluates measurement uncertainty; ● Prepares reports of calibrations performed; ● Reviews calibration reports of colleagues; ● Assists in the conduct of Proficiency Testing (PT) schemes and the preparation of PT Protocols and Reports; ● Prepares and maintains ISO 17025 quality system documents and records; ● Acts as trainer in NMDs regular training services; ● Assists in the legal metrology activities of the Laboratory; ● Prepares promotional/IEC materials on NMD and metrology. 	<ul style="list-style-type: none"> ● BS Mechanical, Chemical, Electrical/Electronics, Civil Engineering, Physics; a relevant MSc degree would be an advantage; ● Experience in ISO 17025 metrology laboratory operations (procedure writing, record keeping); ● Proficient in measurement uncertainty evaluation; ● Experience in conducting PT schemes; ● Able to write software programs; ● Knowledge of legal metrology; ● Well rounded in the activities of the NMD and willing to be assigned full time or part time in any of the Sections of the NMD.

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3. Science Research Technician III Salary Grade: 13 Basic Annual Salary: P 357,576.00 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-SRT3-8-1998	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> ● Performs testing and calibration of road tankers and large volume measuring instruments (in-house and on-site); ● Prepares reports of calibrations performed; ● Assists in the preparation of quality system documents and records; ● Assists trainor in NMLs regular training services; ● Assists in the legal metrology activities of the Laboratory; ● Monitors Laboratory's equipment calibration due dates and maintenance schedules; ● Performs other related duties which may be assigned from time to time. 	<ul style="list-style-type: none"> ● Completed at least two-years technical studies/course in college; ● Preferably with experience in testing and calibration of road tanker and large volumetric measuring instruments; ● Willing to provide calibration services on site; ● With knowledge in legal metrology; ● Well rounded in the activities of the NML.

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: Name of Position_Division) on or before March 28, 2022.

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DR. ANNABELLE V. BRIONES

Director