

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of September 2, 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. 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-SRAS2-62-1998	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none"> ● Perform measurement and Calibration work; ● Evaluate measurement uncertainty; ● Prepares report of calibration performed and reviews report of colleagues; ● Conducts and/or assists in Proficiency Testing (PT) schemes and prepares PT protocol and final report; ● Prepares and maintains ISO 17025 quality system documents and records; ● Acts as trainer in NMD's regular training services; ● Assists in the legal metrology activities of the laboratory; ● Prepares promotional/IEC materials on the NMD and Metrology. 	<ul style="list-style-type: none"> ● BS Applied Physics, Physics, Mechanical Engineering or other related course. A relevant MS Degree would be an advantage; ● Experience in ISO 17025 laboratory operation (procedure writing records keeping, etc.); ● Proficient in measurement uncertainty evaluation; ● Experience in conducting PT schemes; ● Well rounded in the activities of the NMD; ● Knowledge in simple programming would be an advantage.

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 September 19, 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-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