

**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 Technician III Salary Grade: <u>13</u> Basic Annual Salary: P 357, 576.00 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-SRT3-7-1998	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	Career Service (Subprofessional) First Level Eligibility <ul style="list-style-type: none"> ● Perform calibration and measurement of temperature, moisture and humidity measuring instruments (in-house and on-site); ● Prepare reports of calibration performed; ● Perform periodic maintenance, monitoring, troubleshoot, and minor repair of equipment and instrumentation in the laboratory; ● Assist in the activities of the laboratory (regular training service, proficiency testing, legal metrology activities, etc.); ● Assist in the preparation of quality system documents and records; ● Validate sample submitted by customers, answer customer inquiries and ensure the cleanliness & orderliness of the laboratory; and ● Perform other relevant duties as may be assigned to him by the Laboratory Head. 	<ul style="list-style-type: none"> ● Bachelor's Degree holder In Engineering or list allied course (preferably Mechanical Engineering or Industrial Engineering); ● Preferably with experience in calibration; ● Willing to perform on-site calibration services; ● Able to meet deadlines to ensure on-time delivery of calibration and measurement work to customers; ● Able to meticulously prepare calibration reports; ● With excellent hands-on problem-solving and troubleshooting skills; ● With good writing skills.

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
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