

**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			
<b>I. National Metrology Division (NMD)</b>								
<b>1. Supervising Science Research Specialist</b> Salary Grade: <b>22</b> Basic Annual Salary: <b>P 839, 556.00</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	1	ITDIB-SVSRS-9-1998	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility *RA 1080	<ul style="list-style-type: none"> <li>● Oversee and manage the daily operation of physical metrology section of the National Metrology Division;</li> <li>● Assume technical responsibilities including calibration and measurement of working standard and customer samples (as needed to ensure due dates are met), review of reports and certificates;</li> <li>● Maintain and ensure the operation of the section is in accordance with the terms of ISO/IEC 17025;</li> <li>● Approve reports, certificates, and other quality and technical documents;</li> <li>● Prepare the section performance and commitment report;</li> <li>● Develop and submit research and development proposals;</li> <li>● Lead the implementation of approved research and development project;</li> <li>● Development proficiency testing schemes for the section;</li> <li>● Supervise the organization and conduct of proficiency testing programs including preparation of PT scheme report;</li> <li>● Ensure the managerial and technical development of section staff;</li> <li>● Represent the Philippines in international and regional metrology meeting; and</li> <li>● Perform other NMD relevant duties and responsibilities as may be assigned by the NMD chief.</li> </ul>	<ul style="list-style-type: none"> <li>● Master's Degree in Physical, Applied Physics, or physical metrology related course/research;</li> <li>● At least 3 years of experience in managing and working in an ISO/IEC 17025 accredited laboratory;</li> <li>● At least 5 years of experience in preparing and developing quality management documents;</li> <li>● At least 5 years of experience in conducting calibration of measuring instruments;</li> <li>● At least a combined 160 hours of training instruments, estimation of measurement uncertainty, and ISO/IEC 17025;</li> <li>● Experience in conducting training on metrology.</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: Name of Position\_Division) on or before September 19, 2022.**

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**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-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 