

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of March 15, 2024

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. Senior Science Research Specialist</b> Salary Grade: <b>19</b> Basic Annual Salary: <b>P 616, 284.00</b> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 30% of Basic Salary as Hazard Pay	1 ITDIB-SRSRS-91-1998	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>● Perform advanced calibration and measurement tasks, including complex procedures and calculations of measurement uncertainty;</li> <li>● Prepare calibration and measurement reports for assigned calibration and measurement tasks;</li> <li>● Work with the section head to maintain and disseminate national standards;</li> <li>● Assists in maintaining and expanding the laboratory's ISO/IEC 17025:2017 accreditation.</li> <li>● Contribute to the smooth operation of the laboratory through various tasks assigned by the Section Head;</li> <li>● Conduct intermediate checks, preventive maintenance, and monitor the performance of laboratory equipment and standards;</li> <li>● Develop technical procedures, work instructions, calibration plans, and other laboratory documents;</li> <li>● Perform internal quality audits of other NML sections and the overall quality system, ensuring compliance with ISO/IEC 17025:2017 standards;</li> <li>● Initiate and conduct proficiency testing schemes following ISO/IEC 17043:2010 guidelines;</li> <li>● Draft, propose, defend, and implement project proposals related to metrology, seeking funding from various agencies (e.g. PCIEERD, PCAARD, PCHRD);</li> <li>● Assist the NML Chief with various tasks, including drafting official communications, organizing local and international meetings, and formulating internal policies and guidelines;</li> <li>● Attend meetings, forums, and symposia as designated by the NML Chief, representing NMI as a participant or speaker;</li> <li>● Represent NMI in the designated ITDI committees, fulfilling the corresponding obligations and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>● BS in Engineering, Physics, or other related courses. Preferably with a MS Degree in Engineering or Sciences</li> <li>● Strong background in metrology and with years of experience in specializing in a field of metrology (mass, temperature, pressure)</li> <li>● Has years of work performing measurement and calibration; calculation of measurement uncertainty formulation of technical procedures, work instructions</li> <li>● Well versed with and able to implement requirements of ISO/IEC 17025:2017; experience in the conduct of ISO/IEC 17025:2017 internal auditing is a must</li> <li>● Has experience in providing Proficiency Testing and Measurement Audit service in a field of metrology; familiar with ISO/IEC 17043:2010</li> <li>● Has experience in conducting trainings, speaking in forums and symposia, and other similar events related to metrology</li> <li>● Familiar with DOST-GIA proposal guidelines; has experience in preparing, submitting, and defending proposals for DOST funding</li> <li>● Preferably has been a project leader of a DOST-GIA project for at least six (6) months</li> <li>● Has experience in leading, convening, and organizing local and international metrology events and conferences</li> <li>● Strong oral and written communication skills</li> </ul>

20. 11 - 2024/11-18

Republic of the Philippines  
 Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
 DOST Cpd., General Santos Ave., Bicutan, Taguig City  
 Tel. Nos. : 8837-2071 to 82 (DOST Trunklines) Telefax No.: 8837-3167 local 2219/2222  
<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITIONS**  
**SELECTION CRITERIA**

As of March 15, 2024

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		

*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 April 4, 2024.*

**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