

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of July 30, 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 | | |
| I. National Metrology Division (NMD) | | | | | | | |
| 1. Science Research Specialist I Salary Grade: 13 Basic Annual Salary: P 375, 840.00 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-SRAS1-45-1998 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> ● Calibrate OIML (International Organization for Legal Metrology) weights up to Class F1 and nominal mass standards following established procedures. ● Calibrate and test electronic non-automatic weighing instruments, ensuring accuracy and adherence to international and regional requirements. ● Analyse results and calculate associated measurement uncertainties using appropriate statistical methods and software. ● Prepare and sign calibration certificates and test reports for all completed activities, adhering to the NMD quality management system (QMS). ● Assist in maintaining and safeguarding measurement standards and instruments. ● Support the Section Head in developing and implementing the NMD QMS. ● Validate customer requests within the MSS's calibration and measurement scope. ● Perform other assigned duties as required. | <ul style="list-style-type: none"> ● Graduate of Bachelor of Science in Physics, Applied Physics, or Engineering (Civil, Mechanical, Materials, Aerospace) ● Ability to lift up to 50 kg and regularly transport metrological standards and equipment. ● Willingness to travel for extended periods for on-site mass metrology calibration, testing services, and other assignments. ● Excellent written and editorial skills to craft clear, concise, and compliant QMS documentation, certificates, and technical reports. ● Ability to work independently and collaboratively as needed. ● A strong understanding of metrology, measurement, and calibration (preferred). |

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 August 15, 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, 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