

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of August 9, 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 Assistant Salary Grade: 9 Basic Annual Salary: P 254, 532.00 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-SRAS-22-1998	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility <ul style="list-style-type: none"> • Regularly update and maintain the NMD customer database with accurate and complete information. • Generate various reports on customer data, inventory, and other relevant metrics as required by the NMD Chief and the Institute. • Receive and process technical service requests (TSRs). • Release calibration certificates, test reports and submitted measuring instruments to customers. • Record and maintain detailed records of all TSRs and services provided. • Ensure the smooth workflow and efficiency of the day-to-day operations of the RRU. • Coordinate and work with NMD Sections, Units and Task Forces to ensure the proper implementation of the NMD quality management system. • Perform other assigned duties as required. 	<ul style="list-style-type: none"> • Proficiency in database management using common productivity applications (e.g. Microsoft Office, SQL, Google) • Strong analytical, organisational and customer-relations skills • Ability to lift up to 25 kg and regularly transport customer's metrological standards and equipment • Excellent attention to detail • Ability to work independently and collaboratively as needed.

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 22, 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