

**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 REQUIREMEN				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
<b>I. National Metrology Division (NMD)</b>							
<b>1. Science Research Specialist I</b> Salary Grade: <b>13</b> Basic Annual Salary: <b>P 375, 840.00</b> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	<b>1</b>	<b>ITDIB-SRAS1-64-1998</b>	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> <li>• Performs chemical analysis of samples and method validation of different analytical techniques;</li> <li>• Prepares reference materials/ proficiency testing materials and conducts characterization studies;</li> <li>• Assist in the conduct of organization and coordination of PT schemes;</li> <li>• Assist in the collation of PT results and assist in the preparation of the report;</li> <li>• Evaluate supplier's quotation for equipment and materials;</li> <li>• Performs documentation requirements for accreditation to ISO/IEC 17025:2017, ISO 17034:2016, and ISO/IEC 17043:2023;</li> <li>• Participates in scientific conferences, seminars, workshops, inter-agency meetings for scientific advancement and R&amp;D areas of specialization;</li> <li>• Performs other activities given by the immediate supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• BS Chemistry Graduate and passed PRC Chemistry Licensure Examination;</li> <li>• Preferably with a background in chromatographic and/or mass spectroscopic techniques(s) (e.g. HPLC, GC, AAS, ICPOES, LCMS/MS, GCMS/MS, or ICPMS), isotope dilution techniques and reference value assignment;</li> <li>• Preferably with an ISO background in quality management and technical requirements for testing laboratory, reference material production, and provision of proficiency testing schemes (e.g., ISO/IEC 17025:2017, ISO 17034:2016, and ISO/IEC 17043:2023)</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 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](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