

**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			
<b>I. National Metrology Division (NMD)</b>								
<b>1. Senior Science Research Specialist</b> Salary Grade: <b>19</b> Basic Annual Salary: <u>P 616, 284.00</u> 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-SRSRS-37-1998</b>	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>• Conduct advanced calibration and testing of standards and measuring instruments, adhering to established procedures and ensuring international and regional compliance.</li> <li>• Analyse results and calculate associated measurement uncertainties using appropriate statistical methods and software.</li> <li>• Prepare and sign calibration certificates and test reports for all completed activities, adhering to the NMD quality management system (QMS).</li> <li>• Propose and lead new research projects aligned with the NMD's strategic goals.</li> <li>• Assist in maintaining and safeguarding measurement standards and instruments.</li> <li>• Support the Section Head in developing and implementing the NMD QMS.</li> <li>• Perform other assigned duties as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate of Bachelor of Science in Physics, Applied Physics, or Engineering (Civil, Chemical, Mechanical, Materials, Electrical, Electronics, Aerospace)</li> <li>• Knowledge and skills in conducting calibration and testing of measuring instruments and standards</li> <li>• Experience in working at an ISO/IEC 17025 accredited calibration laboratory</li> <li>• Excellent written and editorial skills to craft clear, concise, and compliant QMS documentation, certificates, and technical reports.</li> <li>• Ability to work independently and collaboratively as needed.</li> <li>• In-depth understanding of metrology, measurement, and calibration.</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