

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of September 12, 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. Materials Science Division (MSD)							
1. Science Research Specialist II Salary Grade: 16 Basic Annual Salary: P 499,392.00 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-SRAS2-39-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> ● Assists the supervisor of Special Materials Section in undertaking R&D activities of the section by referring to the DOST harmonized national R&D agenda and preparing the requirements to develop innovative technologies and scientific papers. ● Conducts research studies on new research products in the field of Special Materials by referring to the DOST harmonized national R&D agenda and preparing the requirements to develop innovative technologies and scientific publications. ● Undertakes development of work procedures, methods, and techniques to be used for research work by complying with the new standards and methodologies to achieve continual improvement in the R&D process. ● Evaluates the analysis of experiments by employing analytical tools and statistical methods and relevant software tools to ensure accuracy of the results and conclusive conclusion. ● Assists the Division Chief the short, medium, and long term goals of the Materials Science Division by planning and allocating budgets to achieve the target accomplishments and major final outputs. ● Conducts research studies on new research products in the field of Special Materials by referring to the DOST harmonized national R&D agenda and preparing the requirements to develop innovative technologies and scientific publications. ● Controls health and safety risks caused by hazards inside and outside the institute by identifying and responding to risk factors to prevent detrimental effects that may effect the workplace of the division and its personnels. ● Conducts technical services, assistance and testing by applying the ISO work instruction to ensure customer satisfaction. ● Assists in the conduct of techno-transfer of developed technologies by coordinating with the Technological Services Division on the documentary requirement to ensure customer satisfaction. ● Promotes a positive relationship with both internal and external stakeholders by ensuring excellent customer service and commitment to meet the needs of the stakeholders and to ensure maintain a satisfaction rating and a strong reputation of the division. ● Perform other related duties such as committee assignments, and attendance to seminars and conferences by complying the requirements of additional works as mandated by the management to ensure successful completion of the assigned activities. 	<ul style="list-style-type: none"> ● Preferably with MS or MS units in Chemistry, Chemical, Mechanical, Electrical or Materials Science/Engineering or related fields ● With PRC license or Civil Service Eligibility ● At least three (3) years in carrying out research works in any field of materials science, materials processing and characterization and additive manufacturing; ● With experience in ISO 9001:2015 environment ● Knowledgeable in laboratory safety ● With good verbal/written correspondence skills and interpersonal skills ● Can work with minimal supervision

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 September 27, 2024.

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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 