

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of September 17, 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. Materials Science Division (MSD)</b>							
<b>1. Senior Science Research Specialist</b> Salary Grade: <b>19</b> Basic Annual Salary: <u>P 646, 476.00</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	1	ITDIB-SRSRS-34-1998	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>● Assist the supervisor of the MSD-Surface Engineering Section, ADMATEL in implementing and conducting the operations to ensure that the required core, strategic, and support functions are carried out.</li> <li>● Conduct and head test operations of the ADMATEL laboratory, test planning and reporting.</li> <li>● Review and evaluate report of analysis.</li> <li>● Meeting with potential customers and identifying test requirements.</li> <li>● Attend to administrative matters and related activities with regards to operations.</li> <li>● Development, documentation and maintenance of the laboratory quality system and test methods in compliance with ISO/IEC 17025.</li> <li>● Development and/or overseeing of test methods for various testing services and that comply with the Industry standards practices.</li> <li>● Undertake R&amp;D projects either as Project Leader or member.</li> <li>● Perform other duties that may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>● BS in Chemistry with PRC license; Preferably with MS Degree in Sciences or Engineering</li> <li>● With at least 2 years of hands-on experience in chemical, mechanical, physical testing of materials and products using any analytical techniques like DSC, TGA, TMA, FTIR; Surface Analytical Equipment, Non-destructive Inspection;</li> <li>● Proficient in analysis, evaluation, recommendation of test reports;</li> <li>● Adept in the operations of an ISO 17025 accredited testing laboratory with implementation of Method validation/verification, SPC, MU, etc.;</li> <li>● With strong background in R&amp;D projects and project management.</li> <li>● Proficient in Microsoft Office and internet applications;</li> <li>● Has good verbal and written communication and interpersonal skills;</li> <li>● Has high attention to details, resourceful, persistent and results-oriented;</li> <li>● Can deal effectively with senior management;</li> <li>● Can work well with minimal supervision;</li> <li>● Preferably with RA 1080 eligibility.</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 September 30, 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.*

Republic of the Philippines  
Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
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*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