

Republic of the Philippines
Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Cpd., General Santos Ave., Bicutan, Taguig City
Tel. Nos. : 8683-7750 to 69 (DOST - ITDI Trunklines)
<http://www.itdi.dost.gov.ph>

**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. Standards and Testing Division (STD)							
1. Senior Science Research Specialist Salary Grade: <u>19</u> 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-82-1998	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"> ● Assists the Supervising Science Research Specialist in undertaking the R&D activities of the section/laboratory. ● Conducts research studies on new projects. ● Studies, correlates, and determines work procedures, methods, and techniques to be used for research work. ● Supervises and gives work assignment to lower technical staff, discussions for scientific advancement. ● Assists the Laboratory Head in planning, monitoring, supervision, and undertaking the activities of the section. ● Conducts and supervises microbiological analyses on food, water, pharmaceutical, cosmetics, extracts and other samples. ● Performs sample acceptance and validation, assignment of work orders, and prepares and signs test reports. ● Conducts method validation/verification, estimation of uncertainty of measurement, quality assurance activities in the microbiology laboratory. ● Performs technical functions as per ISO standard such as planning, monitoring, and implementation of calibration plans; prepare and review procedure on LQMS. ● Undertakes R&D activities of the section, project proposal and implementation. ● With trainings in microbiological testing, statistical analysis, and related fields. ● Supervises and trains new technical staff, interns, and OJTs ● Performs other assigned duties as required. 	<ul style="list-style-type: none"> ● Graduate of Bachelor of Science in Microbiology, Biology, Food Science, or allied sciences. Master's degree or units is an advantage. ● Preferably a Registered Microbiologist or with PRC license. ● Competent and completed at least 3 years' experience in microbiological testing of food, water, pharmaceuticals, cosmetics, and others; and antimicrobial activity testing of extracts, disinfectants, and other samples. ● PAB-approved signatory. ● With experience in working at and auditing an ISO/IEC 17025 accredited laboratory. ● With relevant training in the field of specialization and implementation of quality management system based on ISO/IEC 17025. ● With training and experience in method validation/verification, estimation of uncertainty measurement, quality assurance, and other technical aspects in microbiological testing. ● Excellent oral and written communication skills; good decision making to technical problems. ● With experience in handling and training of OJTs and interns. ● With background in R&D project proposal and implementation. ● 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 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 