

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of November 22, 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. National Metrology Division (NMD)							
1. Chief Science Research Specialist Salary Grade: 24 Basic Annual Salary: <u>P 1, 129, 584.00</u> Monthly Additional Allowances: P2,000.00 PERA P5,000.00 Representation Allowance P5,000.00 Transportation Allowance P1,500.00 Communication Allowance P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-CSRS-2-1998	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> • Lead the National Metrology Division (administrative and technical) as the national metrology institute of the Philippines and laboratory arm of the National Metrology Board • Provide technical guidance and supervision to staff, and direction for continuous technical and management system improvement • Take charge of ITDI's role as the National Metrology Board Secretariat • Ensure the maintenance of the Calibration and Measurement Capabilities of the Philippines at the KCDB website of the International Bureau of Weights and Measures • Plan, organize, lead, direct and control programs and projects of the National Metrology Division • Participate in ITDI planning and policy formulation • Perform other relevant duties as may be assigned to him/her 	<ul style="list-style-type: none"> • MS degree relevant to the job, or advanced degree in metrology, PhD is an advantage • With experience in both scientific and legal metrology is an advantage • With extensive experience in Metrology • Possess strong management and technical qualification and skills

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 December 27, 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, 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