

Republic of the Philippines  
 Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
 DOST Cpd., General Santos Ave., Bicutan, Taguig City  
 General Santos Avenue, Bicutan, Taguig City  
 Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167 local 2219/2222  
<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITIONS**  
**SELECTION CRITERIA**

As of January 20, 2021

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. Science Research Specialist II  Salary Grade: <u>16</u> Basic Annual Salary: <u>P 439,536.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance At least 23% of Basic Salary as Hazard Pay	1	ITDIB-SRAS2-105-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility or RA1080	<ul style="list-style-type: none"><li>• Conducts physical/mechanical testing of products and materials samples;</li><li>• Evaluates manufacture processes and issues Formula of Conversion certificates</li><li>• Assists the senior staff in the activities of the laboratory;</li><li>• Assists in the validation of requests for technical services in the absence of the senior staff;</li><li>• Communicates with clients regarding technical concerns, online transactions and monitoring of requests and schedule;</li><li>• Initiates the preparation of materials and administering platforms for communications, technical management, presentations and meetings;</li><li>• Performs other duties as may be assigned by the laboratory.</li></ul>	<ul style="list-style-type: none"><li>• BS Chemical, Civil, Electrical, or Mechanical Engineering or other related science courses graduate;</li><li>• Mush have an ISO/IEC 17025 background on quality management and technical requirements for testing laboratory;</li><li>• Preferably with experience in evaluation of manufacture and industrial processes for the issuance of Formula of Conversion certificates;</li><li>• Has strong background in technical/R&amp;D proposal writing and/or project management;</li><li>• Proficient in computer software operations and in handling laboratory information management systems;</li><li>• With strong ability to deal effectivity with senior management;</li><li>• Has excellent verbal/written communication and interpersonal skills;</li><li>• Be able to work with minimum supervision.</li></ul>

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			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
<b>2. Science Research Specialist II</b> Salary Grade: <b>16</b> Basic Annual Salary: <u>P 439,536.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance At least 23% of Basic Salary as Hazard Pay	1	ITDIB-SRAS2-103-1998	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"><li>• Conducts technical testing services for bio-efficacy evaluation of household insecticide products;</li><li>• Reviews and validated standard test methods for efficacy testing of household insecticides;</li><li>• Prepares technical papers for publication;</li><li>• Attend to technical inquiries and prepares correspondences.</li></ul>	<ul style="list-style-type: none"><li>• BS Agriculture major in Entomology, MS units is an advantage;</li><li>• With at least one year experience in carrying research in the field of Entomology;</li><li>• With knowledge in Technical writing and Biostatistics;</li><li>• Preferably with ISO background (ISO 9001 or ISO 17025);</li><li>• Preferably with good verbal written correspondence skills and interpersonal skills;</li><li>• Can work with minimal supervision.</li></ul>
<b>3. Science Research Specialist I</b> Salary Grade: <b>13</b> Basic Annual Salary: <u>P 339,312.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance At least 23% of Basic Salary as Hazard Pay	1	ITDIB-SRAS1-7-2009	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility or RA1080	<ul style="list-style-type: none"><li>• Conducts physical/mechanical testing of products and materials samples;</li><li>• Evaluates manufacture processes and issues Formula of Conversion certificates</li><li>• Assists the senior staff in the activities of the laboratory;</li><li>• Assists in the validation of request for technical services in the absence of the senior staff;</li><li>• Helps in the preparation of materials and administering platforms for communications, technical management, presentations and meetings;</li><li>• Perform other duties as may be assigned by the laboratory.</li></ul>	<ul style="list-style-type: none"><li>• BS Chemical, Civil, Electrical, or Mechanical Engineering or other related science courses graduate;</li><li>• Preferably with ISO/IEC 17025 background on quality management and technical requirements for testing laboratory;</li><li>• Has background in technical/R&amp;D proposal writing and/or project management;</li><li>• Proficient in computer software operations and familiar with laboratory information management systems;</li><li>• With strong ability to deal effectivity with senior management;</li><li>• Has above average verbal/written communication and interpersonal skills;</li><li>• Be able to work with minimum supervision.</li></ul>

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*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) on or before February 10, 2021.*

**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 