

ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA

As of May 16, 2025

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.

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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. Supervising Science Research Specialist Salary Grade: <u>22</u> Basic Annual Salary: <u>P 937, 944.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SVSRS-10-1998	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none">● Manages the Advanced Materials by supervising and directing the operations to ensure that their required core, strategic, and support functions are carried out.● Evaluates the performance of the Advanced Materials Section and its personnel by providing feedback to the task assigned to guarantee that the section is productive and works harmoniously● Assists the Division Chief 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● Supervises and gives work assignments to other technical staff by determining the requirements for R&D activities to ensure successful completion of the project within the approved time frame● Conducts research studies on new research products in the field of Advanced 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 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 Advanced 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 personnel.	<ul style="list-style-type: none">● Preferably with Master's Degree in Chemistry, Chemical Engineering, Materials Science and/Engineering or related courses with PhD Degree is an advantage● Must have a government/professional license;● Has track record in technical/R&D proposal wiring and/or project management● With relevant experience in research works in any field of materials science, particularly ceramics and related field is an advantage● Has excellent verbal/written communication and interpersonal skills● Preferably with ISO background (ISO 9001:2015)

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						<ul style="list-style-type: none"> Assists the Division Chief in setting directions, targets and operational policies on programs and projects by coordinating and networking with national and international organizations, regional officers, industry and academe to contribute in the planning and implementation of the Institute's R&D programs/projects in alignment to the DOST harmonized national R&D agenda. Manages the resources effectively on the accreditation, maintenance and management of the laboratory by providing strategic leadership to ensure policy adherence and fostering a culture of continuous improvement within the division. Leads in the conduct of techno-transfer of developed technologies by coordinating with the Technological Services Division on the documentary requirements 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. 	

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: Position_Division) on or before May 26, 2025.

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