

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 July 4, 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.

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. Science Research Specialist II Salary Grade: 16 Basic Annual Salary: P 522, 720.00 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-SRAS2-74-1998	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">• Perform, supervise and coordinate maintenance and repair of laboratory and facility equipment such as advanced analytical equipment, Air Handling Unit, Generator Set, Fire Protection System, Airconditioning and Uninterruptible Power Supply ensuring continued operations both R&D and Provision of Technical services.• Implement and manage equipment preventive maintenance and calibration plan/schedule of laboratory testing equipment and auxiliary equipment/facilities.• Initiate facility upgrades, renovations, equipment installations and building management system.• Monitor and optimize energy usage of the building and compliance of ISO accreditations mainly calibration, preventive maintenance, repair, security and monitoring system.• Develop policies and procedures in support of equipment and building maintenance procedures.• Assist in the implementation of R&D projects/studies in the field of materials science/engineering.• Attend conferences, meetings, seminars and trainings related activities.• Perform special assignments and other duties that may be assigned from time to time.	<ul style="list-style-type: none">• Preferably graduate of BS Electrical Engineering, Mechanical Engineering or equivalent; Licensed preferred; With MS Degree is an advantage.• At least 1-year work experience in electrical wiring installation, motor and mechanical field in laboratory setup• Strong knowledge in troubleshooting controls, repairs, project and maintenance of facility such as AHU, Cleanroom and controlled Laboratory Environment, GENSET, Fire Protection and Central UPS• Strong knowledge in motor frequency drives, maintenance software such as Building Management System (BMS) and Computerized Maintenance Management System (CMMS)• Knowledge and understanding of ISO 17025:2017 and ISO 50001:2018 (Energy Mgt. System) implementation• Preferably with training on ISO 17025• Proficient in Microsoft Office and internet applications• Can communicate well in Filipino and English, both oral and written• Can work with minimal supervision• Has high attention to detail, resourceful, persistent and results-oriented

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 July 15, 2025.

**ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA**

As of June 20, 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.

POSITION TITLE	REF. ITEM NUMBER	CIVIL SERVICE COMMISSION- QUALIFICATION REQUIREMENT				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		

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