

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of November 25, 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)							
Supervising Science Research Specialist Salary Grade: 22 Basic Annual Salary: <u>P 820,980.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 23% of Basic Salary as Hazard Pay	1	ITDIB-SVSRS-26-1998	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility or RA1080 <ul style="list-style-type: none"> • Ensures that the laboratory will achieve targets based on quality objective and key performance indicators; • Plans, monitors, and supervises the activities of the laboratory; • Assess the competence and work performance of the staff; • Validates and schedules technical service requests for testing and Formula of Conversion services; • Issues work order and reviews, checks and approve test reports, Formula of Conversion certificates, and other reports prepared by staff prior to signing of the Division Chief; • Checks and approved research on testing methodology and test method validation; • Monitors laboratory requirements on equipment and supplies and approves upgrading and acquisition of resources; • Monitors technical inquiries and approved correspondences; • Performs other technical and management functions per the PNS ISO/IEC 17025:2017 standard; • Assists the Division Chief in achieving the targets of the division and acts as interdivision coordinator to all activities related to the function of the laboratory; • Checks and approves proposals for R&D or technical services-oriented projects; • Delivers outputs for the R&D or technical services-oriented projects as assigned; • Performs other duties as assigned by the Division Chief and Director through special orders and involvement in technical committees and technical working groups. 	<ul style="list-style-type: none"> • Graduate of Bachelor's Degree in Chemical, Civil, Electrical, or Mechanical Engineering or other related science courses graduate; • Having postgraduate degrees or earned units is an advantage; • With at least 10 years of managerial and/or hands-on experience in mechanical, physical or performance testing of materials and products; • A licensed engineer with at least 10 years of experience in assessment or supervision of manufacturing and industrial processes; • With a proven track record in technical/R&D proposal writing and/or project management; • Proficient in the operations of an ISO/IEC 17025 accredited testing laboratory with a functional laboratory quality management system; • Competent in computer software operations and in handling laboratory information management systems; • Passed the licensure/board examination corresponding to their specific field; • A good, results-oriented leader who could motivate subordinates to perform their best; • Has excellent verbal/written communication and interpersonal skills; • Can deal effectively with senior management.

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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 (subject: Position_Division) on or before **December 9, 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, 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

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