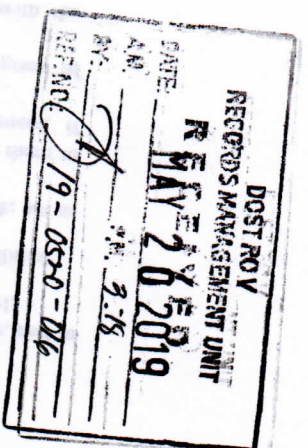


Republic of the Philippines  
 Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
 DOST Cpd., General Santos Ave., Bicutan, Taguig City  
 General Santos Avenue, Bicutan, Taguig City  
 Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167 local 2219/2222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



**ANNOUNCEMENT OF VACANT POSITIONS**

As of May 15, 2019  
 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			
1. National Metrology Division (NMD)									
1. Supervising Science Research Specialist Salary Grade: 22 Basic Annual Salary: P 783,828.00 Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance At least 15% of Basic Salary as Hazard Pay		1	ITDIB-SV/SRS-28-1998	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none"><li>• Take charge of the Section (administrative and technical)</li><li>• Takes the role of DAKS Deputy Head</li><li>• Provide technical guidance and supervision of Section staff</li><li>• Plan and lead the programs and projects of the Section</li><li>• Develop and maintain policies, operational procedures and records of the Section</li><li>• Plan and implement quality control activities (interlaboratory comparison, external calibration of standards, in-house calibration) to ensure measurement traceability to the SI.</li><li>• Participate in NML planning and policy formulation</li><li>• Review and approve calibration certificates/test reports of technical staff under his supervision</li><li>• Develop, implement and maintain the laboratory's quality systems in accordance with published laboratory's quality international standards</li><li>• Assess the competence, performance and calibration work done by the Section staff</li><li>• Provide technical inputs and advice to other organizations in the relevant field of expertise as needed</li><li>• Ensure that the laboratory's Calibration and Measurement Capabilities are international recognized under the CIPM-MRA through its publication in the BIPM KCDB</li><li>• Prepare technical and progress reports of the Section</li><li>• Perform other relevant duties as may be assigned</li></ul>	<ul style="list-style-type: none"><li>• B. S. Physics or Mechanical, Electrical/Electronics, or Chem. Eng. graduate with a relevant master's degree; theoretical and practical knowledge in thermocouple, resistance, and infra-red thermometry, and hygrometry would be a definite advantage</li><li>• Three years' experience in a thermometry laboratory in a senior or group leader capacity</li><li>• Thorough knowledge in the requirements and experience in the operation of an ISO 17025 compliant laboratory</li><li>• Proficient in the evaluation of uncertainty in measurement</li><li>• Able to prepare Technical/Research Project Proposals</li><li>• Proficient in Microsoft Excel and its Visual Basic Applications</li></ul>



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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY			
2. Senior Science Research Specialist Salary Grade: <u>19</u> Basic Annual Salary: <u>P 543,228.00</u> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDI-B-SRS-38-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none"><li>• Perform calibration of non-routine, high accuracy calibration standards of customers</li><li>• Maintain national reference standards, secondary and working calibration standards</li><li>• Adapt existing calibration equipment, standards and techniques to accomplish unique measurement tasks for which they are not principally used</li><li>• Prepare and approve calibration reports and certificates</li><li>• Review and check raw data sheets, and calibration reports of subordinates</li><li>• Perform uncertainty evaluation and analysis for measurement standards and associated processes</li><li>• Develop the necessary software for the calibration and maintenance of calibration standards</li><li>• Train subordinates in calibration concepts and procedures</li><li>• Develop, implement and maintain the laboratory's quality systems in accordance with published international standards</li><li>• Work towards the international recognition of the laboratory's calibration capabilities and its maintenance</li><li>• Provide technical training and expert advice to other organizations as needed</li></ul>	<ul style="list-style-type: none"><li>• Preferably B. S. Physics or B. S. Mech. or Civil Eng. graduate</li><li>• With working experience in one of the following disciplines – physical/mechanical, optical, dimensional</li><li>• Knowledge in the requirements and experience in the operation of an ISO 17025 compliant lab.</li><li>• Preferably obtained training on any metrology field at a foreign NMII</li><li>• Able to evaluate uncertainty in measurement</li><li>• Able to prepare technical procedures and work instructions</li><li>• Experience in conducting proficiency testing</li><li>• Proficient in Microsoft Excel and its Visual Basic Applications</li></ul>

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*Qualified and interested applicants may apply personally and submit a letter of application, resume or curriculum vitae or Personal Data Sheet, official transcript of records, diploma, certificates of eligibility or board exam results, certificate of trainings and recent 2 X 2 pictures, to the Human Resource Management Office, Finance and Administrative Division on or before June 7, 2019.*

Note:

*Attached also is the Applicants Data Sheet Form to be submitted together with the above mentioned documents.*

  
 ANNABELLE V. BRIONES, PH.D.  
 Director, ITDI