

Republic of the Philippines  
 Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
 DOST Cpd., General Santos Ave., Bicutan, Taguig City  
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<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITION  
 SELECTION CRITERIA**

As of October 1, 2020

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		
<b>Technological Services Division (TSD)</b>							
<b>1. Science Research Analyst</b> Salary Grade: <u>11</u> Basic Annual Salary: <u>P 267,792.00</u> 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-SRAN-19-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility * RA 1080 <ul style="list-style-type: none"> <li>• Provide technical and administrative support in the planning, procurement and monitoring of infrastructure projects, as assigned</li> <li>• Prepare engineering documents by developing constructsures such as Civil, MEPFS</li> <li>• Determine project cost by calculating labor, material, and related costs.</li> <li>• Prepare engineering design by collecting and studying reports, maps, drawings, blueprints</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate of Architecture or Civil Engineering</li> <li>• Preferably with license</li> <li>• With at least 1 year of work experience in construction</li> <li>• Basic CADD drawings skills</li> <li>• Knowledgeable in quantifying Civil, Electrical, and Plumbing/Sanitary items (Quantity take-offs)</li> </ul>

*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 October 15, 2020.*

**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.**

  
**ANNABELLE V. BRIONES, PhD.**  
 Director