

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of February 10, 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			
<b>I. Technological Services Division (TSD)</b>								
1. Science Research Specialist II Salary Grade: <u>16</u> Basic Annual Salary: <u>P 439,536.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAS2-68-1998	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"> <li>• Prepare/develop training design/modules on ITDI technology;</li> <li>• Coordinate/facilitate/implement the conduct of technology transfer activities geared towards the development of industries as well as generate livelihood program;</li> <li>• Provide assistance in the conduct of post training monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• BS degree/CSC Professional;</li> <li>• Very good interpersonal and communication skills;</li> <li>• Relevant experience in developing course design/training module and in organizing training/seminar and on-line webinars and forums using digital platforms and social media tools;</li> <li>• Proficient in written and verbal communication, including creating and delivering presentations/technology pitches; and</li> <li>• Can work with minimal supervision</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 February 26, 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](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