

ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA

As of October 18, 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. Technological Services Division (TSD)							
1. Science Research Analyst Salary Grade: 11 Basic Annual Salary: P 286,524.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance At least 23% of Basic Salary as Hazard Pay	1	ITDIB-SRAN-9-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility ● Conduct technology transfer activities (i.e., trainings and inspection activities); ● Provision of technical services for various R&D and tech transfer activities of the institute (i.e., design and drafting, assessment); ● Assist in the implementation and monitoring of ITDI projects, as assigned	● Bachelor's degree relevant to the job; ● Relevant experience in industries catered by ITDI; ● Relevant training on transfer of knowledge and technologies within the last five years.
2. Science Research Assistant Salary Grade: 9 Basic Annual Salary: P 235,116.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance At least 23% of Basic Salary as Hazard Pay	1	ITDIB-SRAS-14-1998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility ● Provide technical support in the management of the institute facilities and other infrastructure-related projects, as assigned; ● Assist the conduct of technology transfer initiatives (i.e., trainings and inspection activities)	● Bachelor's degree relevant to the job is an advantage; ● One (1) year relevant experience in management of facilities and/or material fabrication/machining; ● 4 hours relevant training in general facilities maintenance and related topics.

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 November 5, 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.


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