

ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA

As of December 6, 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.

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POSITION TITLE	REF. ITEM NUMBER	CIVIL SERVICE COMMISSION- QUALIFICATION REQUIREMENT				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
I. National Metrology Division (NMD)							
Science Research Specialist I Salary Grade: <u>13</u> Basic Annual Salary: P <u>339,312.00</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-SRASI-57-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none">• Design and develop Information System needed by ITDI;• Provide Technical Support on computer systems, software, hardware and network;• Prepare MIS Documentation required by different auditing bodies;• Crafting of ITDI Information Systems Strategic Plan of ITDI;• Other duties and responsibilities as need arises.	<ul style="list-style-type: none">• Bachelor's degree in Computer Science, Information Technology, Computer Engineering and other relevant courses;• With background in:<ul style="list-style-type: none">a. Computer Programmingb. Computer Network and Hardwarec. Graphics and Video Editingd. Website development and designe. Database• Above average English Proficiency;• Computer Programming skills:<ul style="list-style-type: none">a. Background in YII2 framework

Interested and qualified applicants should signify their interest in the position by submitting a duly completed and signed application form to the Human Resources Office, ITDI, at the following address: ITDI Building, 10th Floor, 10th Avenue, 10th

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 21, 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

Director

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I. Technological Services Division (TSD)							
Science Research Assistant Salary Grade: <u>9</u> Basic Annual Salary: <u>P 235,116.00</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-SRAS-19-1998	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- Professional) First Level Eligibility ● Provide assistance in carrying out various programs/projects to include but not limited to the following: a.) Exhibit (manning and coordination); b.) ITDI study tours/visit; c.) Social media platform (producing YouTube vlogs, Facebook postings, social updates and inquiry); d.) Desktop publishing alternate; e.) AVP production and editing. ● Perform computer related services and other activities in support to the division/institute.	● BS or 2-Year Course in IT/Communication; ● Good working knowledge of office procedures, design software, photo/video production & trends; ● Good interpersonal skills, promoting camaraderie; ● Predisposed to liaising/coordinating activities; ● Displays creativity and innovation; ● Good IT-related skills; ● Knowledgeable in Desktop Publishing; ● Good grasp of communication/ promotion of STI (Science, Technology, and Innovation).

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