

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 POSITIONS

As of May 11, 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. Office of the Director (OD)								
1. Science Aide Salary Grade: <u>4</u> Basic Annual Salary: <u>P 172,800.00</u> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SCA-21-1998	Elementary graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	<ul style="list-style-type: none"> • Received, record, and release documents; • Attend to calls and requests for the Deputy Director for Research and Development; • Schedule meetings, conferences, and other activities; • Performs other duties which may be assigned from time to time. 	<ul style="list-style-type: none"> • Preferably high school graduate, any 2-year course or its equivalent • With basic knowledge in Microsoft Office (Excel and Word) • Attention to details

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 (if applicable), diploma (if applicable), certificates of eligibility or board exam results(if applicable), 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 on or before May 31, 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.


ANNABELLE V. BRIONES, PhD.
 Director

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