

**ANNOUNCEMENT OF VACANT POSITION
 SELECTION CRITERIA**

As of April 21, 2022

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. Administrative Division (ADM)							
1. Administrative Officer II Salary Grade: <u>11</u> Basic Annual Salary: P305,268.00 Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	1 ITDIB-ADOF2-11-2004	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"> ● Facilitates all activities pertaining to Recruitment, Selection and Placement; ● Acts as Secretariat to the Human Resource Merit Placement and Selection Board (HRMPSB); ● Prepares general payroll for all salaries and benefits of the regular employees; ● Manages the 201 File of regular employees; ● Prepares mandatory report to DOST, DBM and CSC; ● Facilitates the preparation and submission of documents relative to the issuance of certification for hazard pay; ● Performs other related duties that may be assigned. 	<ul style="list-style-type: none"> ● Preferably a Registered Psychometrician; ● Meticulous attention to detail; ● 4 hours relevant training; ● At least 1 year experience relevant to the job; ● Excellent communication skills; ● Proficient in MS Office Applications;

*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 **May 5, 2022**.*

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-

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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I. Administrative Division (ADM)							
1. Administrative Officer IV Salary Grade: <u>15</u> Basic Annual Salary: P421,164.00 Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-ADOF4-8-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility ●Suggests/Recommends the enhancement of existing policies and endorses new policies by reviewing prior and new issuances of the CSC and other oversight bodies to ensure strict compliance; ● Assists the HRMO by monitoring the activities pertaining to Recruitment, Selection & Promotion, Performance Management, Learning & Development, Rewards & Recognition and other human resource matters to ensure plans & programs are effectively and efficiently implemented; ● Acts as Secretariat to the Performance Management Team (PMT) by assisting in all activities pertaining to performance management to ensure all employee's IPCR are calibrated and approved; ● Prepares the updates of employees and reviews the entry of data in the general payroll for all salaries and benefits to ensure accurate compensation and benefits are given; ●Reviews and validates terminal leave claim; ●Prepares mandatory report for GSIS and other oversight bodies; ● Performs other related duties that may be assigned.	● Meticulous attention to detail; ● Relevant training to all core functions of Human Resource Management; ●Excellent communication skills (oral & written); ● Proficient in MS Office Applications;

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I. Environment and Biotechnology Division (EBD)								
1. Science Research Analyst Salary Grade: 11 Basic Annual Salary: P 305, 268.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAN-23-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> ● Operate simple microbiology laboratory apparatus and equipment related; ● Set up microbiology laboratory apparatus and equipment to be used for experiments; ● Take charge of the cleanliness and orderliness of rooms, facilities and laboratories; ● Perform related and other work that may be assigned by the supervisor. 	<ul style="list-style-type: none"> ● Bachelor's Degree in Biology, Microbiology or any related course.

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I. Technological Services Division (TSD)							
1. Creative Arts Specialist II Salary Grade: 15 Basic Annual Salary: P 421, 164.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-CASL2-1-1998	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"> ● Develops concepts, graphics and layouts for product illustrations, company logos, publications, and websites, among others; ● Prepares briefs with regard to design style, format, print, production and timescales; ● Desktop publishing; ● Prepares rough drafts of material based on an agreed brief; ● Reviews final layouts and suggesting improvements if required; ● Liaises with external printers (other suppliers) on a regular basis to ensure deadlines are met and material is printed or produced to the highest quality. 	<ul style="list-style-type: none"> ● A degree in graphic design (e.g., BS in Fine Arts, Industrial Design, and related courses); ● A good knowledge of design software such as InDesign or Illustrator plus photo-editing software, such as Photoshop; other design software/trend; ● Excellent IT skills, especially with design and photo-editing software; desktop publishing; ● An understanding of the latest design trends and their role in promoting science, technology, and innovation for use in media products such as magazines, labels, advertising and signage, brochures, posters, and other promotion collaterals for digital media.

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I. Standards and Testing Division (STD)								
1. Science Aide Salary Grade: 4 Basic Annual Salary: <u>P 179, 916.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SCA-27-1998	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	<ul style="list-style-type: none"> ● Washes and cleans laboratory glassware, plasticware etc. used for testing and analysis of samples; ● Assists in the sampling/preparation of samples submitted for testing or for method validation; ● Provides assistance in the maintenance of laboratory equipment; ● Provides menial cleanliness and orderliness in the laboratory; ● Helps maintain cleanliness and orderliness in the laboratory; ● Do other duties as may be assigned from time to time (e.g., messengerial services, photocopying of documents, procurement of supplies, inspection of items etc.). 	<ul style="list-style-type: none"> ● Preferably high school graduate; ● Completed at least three (3) years experience in assistance to laboratory work, e.g., laboratory housekeeping, cleaning of volumetric glassware including acid-washing, monitoring of environmental conditions; ● Completed induction training in laboratory work as support staff; ● Working knowledge on good laboratory practices and chemicals safety and security; ● Good labor skills for the laboratory support functions. Exhibits interpersonal skills to communicate with superiors.

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