

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of May 12, 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		
<b>I. Planning and Management Information System Division</b>							
<b>Science Research Specialist I</b> Salary Grade: <b>13</b> Basic Annual Salary: P 357,576.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 23% 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"> <li>● Design and develop Information System needed by ITDI;</li> <li>● Provide Technical Support on computer systems, software, hardware and network;</li> <li>● Prepare MIS Documentation required by different auditing bodies;</li> <li>● Crafting of Strategic Plan of ITDI;</li> <li>● Other duties and responsibilities as need arises.</li> </ul>	<ul style="list-style-type: none"> <li>● Bachelor's degree in Computer Science, Information Technology, Computer Engineering and other relevant courses;</li> <li>● With background in:                             <ol style="list-style-type: none"> <li>a. Computer Programming</li> <li>b. Computer Network and Hardware</li> <li>c. Graphics and Video Editing</li> <li>d. Website development and design</li> <li>e. Database</li> </ol> </li> <li>● Above average English Proficiency;</li> <li>● Computer Programming skills:                             <ol style="list-style-type: none"> <li>a. Background in YII2 framework</li> <li>b. Java and PHP Programming Language.</li> </ol> </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) (subject: Position\_Division) on or before **May 30, 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](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.*