

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of May 19, 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 Systems Division (PMISD)</b>								
<b>1. Science Research Specialist I</b> Salary Grade: <u>13</u> Basic Annual Salary: <u>P 339,312.00</u> 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-SRAS1-22-1998	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"> <li>● Gathers, analyzes, and validates experimental procedures/designs and data of divisions monitored to use as a basis to plan quarterly research and monitoring activities. Assists in the preparation of documents related to the Institute's plans and programs such as yearly and 5-year strategic plan, agency budget folio, and institutional policies.</li> <li>● Policy Development – Reviews the content of the Policy Proposal Summary by verifying the identified policy issue, gaps, and problem areas to draft the Proposed Policy Agenda.</li> <li>● Organizational Performance Management – Gathers the outputs of the quarterly evaluation by consolidating divisional reports for the preparation of the draft Agency Performance Report.</li> <li>● Organizational Planning – Gathers the divisional annual strategic plan review outputs and performance evaluation results for the drafting of the ITDI short-mid, and long-term plan.</li> <li>● Operations Planning and Budgeting (OPB) – Gathers data of divisions for the agency budget planning and preparation based on the directives and schedule of DBM, Congress, and Senate; in cooperation with Finance and Management Division (FMD) to prepare the Budget Proposal Document.</li> <li>● Performance Management – Gathers data on the preparation of the Agency Annual Report in coordination with all ITDI Divisions to draft the Agency Annual Report.</li> <li>● Project Management – Gathers and analyzes project data through periodic monitoring, as basis for assessment of activities vis-à-vis timeline and targeted milestones.</li> <li>● Contract Management – Gathers data on the preparation of Project Contracts in coordination with concerned ITDI Divisions to ensure fair trade-offs in project contracts.</li> <li>● Project Proposal Development – Validates and analyzes gathered research data needed in the preparation/drafting of project proposals including conduct of relevant activities as part of PMISD Initiatives.</li> <li>● Capacity Building – Keeps updated on the various activities of the Institute by participating in conferences, seminars, and discussions to assist in the formulation of plans and programs for the advancement of the Institute.</li> <li>● Committee Membership Management – Performs roles and functions as committee member and provide reports and updates to the Division Chief for information.</li> <li>● Performs other duties that may be assigned by the Deputy Director for Administrative and Technical Services (DD-ATS), Division Chief (DC), and immediate superior.</li> </ul>	<ul style="list-style-type: none"> <li>● Bachelor's degree in any science, engineering, and management courses;</li> <li>● Has relevant experience in: strategic planning; operations planning and budgeting; policy development; organizational performance management; project management; and project proposal preparation.</li> <li>● Excellent oral and written communication skills;</li> <li>● Excellent technical writing;</li> <li>● Above average computer skills in Word, Excel, and PowerPoint.</li> </ul>

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*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: Name of Position\_Division) on or before June 2, 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.*

  
**DR. ANNABELLE V. BRIONES**  
Director