

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of October 18, 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. Technological Services Division (TSD)							
1. Science Research Assistant Salary Grade: <u>9</u> Basic Annual Salary: P 235,116.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance 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 <ul style="list-style-type: none"> ● 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); ● Perform computer related services and other activities in support to the division/institute. 	<ul style="list-style-type: none"> ● 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; ● Good grasp of communication/ promotion of STI (Science, Technology, and Innovation).

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: Name of Position_Division) on or before November 3, 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-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
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