

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of January 5, 2023

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. Technological Services Division (TSD)</b>								
<b>1. Science Research Specialist II</b> Salary Grade: <b>16</b> Basic Annual Salary: P 457,800.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAS2-70-1998	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"> <li>● Contribute in the planning of training and other technology transfer related activities of the division;</li> <li>● Design/develop and implement technology-based training courses;</li> <li>● Establish linkages among regional offices and clients to facilitate countryside development through technology-based trainings and other modes of technology transfer;</li> <li>● Assist in carrying out the Knowledge Management (KM) initiatives of the division;</li> <li>● Conduct monitoring and evaluation (M&amp;E) of technology-based trainings and other technical services/assistance carried out in the regions;</li> <li>● Perform other duties that may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>● Bachelor's degree relevant to the job;</li> <li>● Relevant experience in the design development and implementation of technology-based training program;</li> <li>● Basic skills in undertaking training needs assessment and in managing and facilitating trainings, conferences and technology transfer related events;</li> <li>● Predisposed to regional coordination and networking activities;</li> <li>● Advance knowledge in Microsoft Office (PowerPoint, Excel and Word);</li> <li>● Relevant experience in project management and proposal writing;</li> <li>● Very good verbal/written and interpersonal skills.</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: Name of Position\_Division) on or before January 20, 2023.*

**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