

Republic of the Philippines  
 Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
 DOST Cpd., General Santos Ave., Bicutan, Taguig City  
 General Santos Avenue, Bicutan, Taguig City  
 Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167 local 2219/2222  
<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of January 23, 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>PLANNING AND MANAGEMENT INFORMATION SYSTEM DIVISION (PMISD)</b>							
<b>1. Chief Science Research Specialist</b> Salary Grade: <b>24</b> Basic Annual Salary: <u>P 1,080,936.00</u> Monthly Additional Allowances: P2,000.00 PERA P5,000.00 Representation Allowance P5,000.00 Transportation Allowance P1,500.00 Communication Allowance P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-CSRS-10-1998	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention	Career Service (Professional) Second Level Eligibility  <ul style="list-style-type: none"> <li>• Assists the Director in setting the directions and in crafting the short-, medium, and long-range plans of the institute; Manage the following:               <ul style="list-style-type: none"> <li>a. Annual Preparation of the Institute's overall plans and programs for implementation;</li> <li>b. monitoring and evaluation of the Institute's PPAs;</li> <li>c. review of existing and/or formulation of new organizational policies for improved operations and processes and effective governance.</li> </ul> </li> <li>• Manages the overall implementation of appropriate information systems for the projects, services, and other activities of the institute based on the approved Information Systems Strategic Plan (ISSP) and in accordance with the approved budget allocation; and the timely, effective, and efficient actions to request for technical support on all ICT components.</li> <li>• Policy Development - Approves initial recommendation by evaluating the process and analyses undertaken and ensuring that the proposed policy has been developed after exhaustive policy analysis, complete and clear, evidence-based, and implementable to merit endorsement to ExeCom for review and approval.</li> <li>• Organizational Performance Management - Approves the draft agency performance report by facilitating and leading performance evaluation semesterly for endorsement of the report to the Head of Agency.</li> <li>• Organizational Planning - Reviews the draft Annual Strategic Plan and Performance Evaluation by facilitating and leading a divisional planning workshop for submission to the Head of the Agency for approval.</li> <li>• Operations Planning and Budgeting (OPB) - Endorses the Budget Proposal Document for approval of the Head of Agency based on the directives and schedule of DBM, Congress, and Senate; in cooperation with Finance and Management Division (FMD) to finalize the Budget Proposal Document</li> <li>• Performance Management - Endorses the draft Agency Annual Report in coordination with TSD or approval of the ExeCom in the preparation of printing of the final Agency Annual Report.</li> <li>• Contract Management - Reviews and approves the prepared and evaluated Project Contracts in coordination with concerned ITDI Divisions to ensure fair trade-offs in project contracts.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in any science, engineering, management courses; Doctorate degree is an advantage.</li> <li>• Has extensive experience in strategic planning; operations planning and budgeting; policy development; organizational performance management; project management; and project proposal preparation.</li> <li>• Has knowledge and/or relevant experience in Management Information Systems (MIS) management</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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						<ul style="list-style-type: none"> <li>● Project Proposal Development - Approves the project proposals or relevant activities as part of PMISD initiatives for endorsement to DOST Councils or DBM to ensure alignment of the project with HNRDA.</li> <li>● Capacity Building - Keeps updated on the various activities of the institute by engaging in conferences, seminars, and discussions to formulate plans and programs for the advancement of the Insitute.</li> <li>● Information Systems Strategic Plan (ISSP) Management – Reviews and approves the ISSP by checking its alignment with the overall Mission – Vission and PPAs of the Institute, for endorsement to the agency head</li> <li>● Information and Communication Technology (ICT) Infrastructure Management - Manages the overall implementation of the ICT infrastructure of the Insitute by planning, leading, organizing, and measuring performance outputs vis-a-vis targets to ensure objectives are achieved.</li> <li>● Committee Membership Management - Performs assigned tasks in committee membership to prepare compliance and other reportorial requirements.</li> <li>● Performs other duties that may be assigned by the Director</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 February 28, 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.***