Republic of the Philippines

Department of Science and Technology

INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

DOST Cpd.,General Santos Ave., Bicutan, Taguig City

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http://www.itdi.dost.gov.ph

ANNOUNCEMENT OF VACANT POSITIONS

SELECTION CRITERIA

As of June 6, 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		
I. Planning and Management Information Systems Division (PMISD)								
1. Computer Maintenance Technologist I Salary Grade: 11 Basic Annual Salary: P 324, 000.00 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-CTMT1-2-2023	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	• Maintain, support and repair ICT technical equipment, accessories and peripherals; • Install, configure and deploy new ICT equipment, and perform regular hardware/software upgrades and installations; • Provide ICT technical assistance to end-user including hardware, software, web technologies and computer network; • Conduct regular maintenance of ICT equipment, accessories and peripherals; • Troubleshoot and diagnose ICT technical issues; • Other duties and responsibilities.	• Relevant ICT trainings (at least 100 hours) • Minimum 2 years of experience on ICT and technical support.

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 June 22, 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, 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