

**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		
PLANNING AND MANAGEMENT INFORMATION SYSTEM DIVISION (PMISD)							
1. Science Research Specialist II Salary Grade: 16 Basic Annual Salary: P 476,064.00 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-SRAS2-80-1998	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"> ● 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. ● Policy Development - Reviews and validates the draft of the policy agenda by consulting and requesting for discussion, clarification, additional information or documents from the policy proponent(s) to finalize the Proposed Policy Agenda. ● Organizational (Strategic) Planning – Validates and analyzes data gathered for the preparation of 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. ● Organizational Planning and Budgeting – Generates data for the agency operations planning and budgeting (OPB) in preparation for the Annual Budget Proposal document. ● Organizational Performance Management – Assists in the conceptualization and preparation of the Agency Annual Report in coordination with all ITDI Divisions to draft the Agency Annual Report. ● Project Management – Validates experimental procedures / designs of divisions monitored through periodic monitoring, to ensure targets are being met ● Contract Management - Assists in the preparation review and evaluation of Project Contracts in coordination with concerned ITDI Divisions to ensure fair trade-offs in project contracts. ● Project Proposal Development – Assists in the conceptualization and preparation of Project proposals or relevant activities as part of PMISD Initiatives through research to draft a project proposal document. 	<ul style="list-style-type: none"> ● Bachelor's degree in any science, engineering, and management courses ● Has relevant experience in: strategic planning; operations planning and budgeting; policy development; organizational performance management; project management; and project proposal preparation. ● Excellent oral and written communication skills; ● Excellent technical writing; ● Above average computer skills in Word, Excel, and PowerPoint.

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						<ul style="list-style-type: none"> • Committee Membership Management - Performs roles and functions as committee member and provide reports and updates to the Division Chief for information. • Performs other duties that may be assigned by the Deputy Director for Administrative and Technical Services (DD-ATS), Division Chief (DC), and immediate supervisor. 	

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: 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.

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DR. ANNABELLE V. BRIONES
Director