

**ANNOUNCEMENT OF VACANT POSITIONS**  
**SELECTION CRITERIA**

As of August 29, 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 Assistant</b>  Salary Grade: <u>9</u> Basic Annual Salary: P 254, 532.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	<b>1</b>	<b>ITDIB-SRAS-19-1998</b>	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"> <li>● Provide staff assistance (e.g., preparation of docs/tracking, follow up, collation of materials) to various programs/projects to include but not limited to the ff:                          - Exhibits                          - Study tours/visits                          - Social media updates (collation of materials only)</li> <li>● Perform other related tasks as needed/assigned</li> </ul>	<ul style="list-style-type: none"> <li>● 2-year course in any field/or vocational course</li> <li>● Good working relationship or friendly</li> <li>● Willingness to work beyond normal working hours when needed</li> <li>● Shows interest to understand the nature of job at DOST-ITDI</li> <li>● Interested to pursue self-development; and/or training/study</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 September 14, 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