

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of December 12, 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. Information Systems Analyst II Salary Grade: 16 Basic Annual Salary: P 476,064.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-INFOSA2-1-2023	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"> ● Maintain and upgrade existing Information Systems; Develop new Information Systems to support the operation of the institute and collaborative partners; ● Provide ICT Technical assistance on all developed information systems; ● Participate in planning the ITDI Computer Network infrastructure, Information Systems Strategic Plan (ISSP), Security and other ICT concerns; ● Sets policies and procedural control to secure the informational assets of the ITDI; ● Performs other related duties by accomplishing assigned tasks to deliver output as expected within the prescribed period. 	<ul style="list-style-type: none"> ● Bachelor's Degree in Computer Science, Information Technology, Computer Engineering and other relevant courses; ● Preferably with 1 year of relevant experience in ICT field and 4 hours of relevant ICT programming training; ● Preferably with advanced experience in YII 2 framework programming and web application hosting Management (cPanel).

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 December 27, 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