

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of December 19, 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. Technological Services Division (TSD)							
1. Science Research Specialist I Salary Grade: 13 Basic Annual Salary: <u>P 357,576.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAS1-37-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> ● Assist in the conduct of IP search/audit and IP audit reports; ● Consolidate pertinent data/information needed to facilitate the preparation of technology profiles/portfolios; ● Assist in the development of pertinent tools/IEC materials to include presentation materials for technology transfer; ● Assist in the monitoring and evaluation (M&E) of technology transfer related activities; ● Perform other duties as may be assigned from time to time. 	<ul style="list-style-type: none"> ● Bachelor's degree relevant to the job; ● Relevant skills/experience in patent search/writing, a plus; ● Basic skills to promote and negotiate/transfer the institute's generated technologies; ● Basic knowledge in Microsoft Office (PowerPoint, Excel and Word); ● Very good verbal/written and interpersonal skills.

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 January 4, 2024.

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
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