

**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		
<b>I. Technological Services Division (TSD)</b>							
<b>1. Supervising Science Research Specialist</b> Salary Grade: <b>22</b> Basic Annual Salary: P 839,556.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay	<b>1</b>	<b>ITDIB-SVRS-18-1998</b>	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> <li>• Conceptualize plans/program and activities for the attainment of the functional objectives of the division;</li> <li>• Participate in the formulation of strategies and improvement of work processes to facilitate regional cooperation and development of technology-based trainings in support of the technology transfer program of the division/institute;</li> <li>• Provide supervision to staff in developing, implementing, evaluating and monitoring the program/projects/activities of the section;</li> <li>• Participate in seminar/workshops, interagency and divisional meetings as required;</li> <li>• Perform other duties which may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably with Master's degree in science/management or other related courses;</li> <li>• Excellent skills with applicable experience in the conduct of Training Needs Assessment (TNA) and design/development of appropriate industry and community-based training courses;</li> <li>• Have track record in project management and proposal writing;</li> <li>• Excellent verbal/written and interpersonal skills.</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 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](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