

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of March 18, 2024

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 Analyst Salary Grade: 11 Basic Annual Salary: P 324, 000.00 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-SRAN-19-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> ● Provide technical and administrative support in the management of ITDI-ESS projects, as assigned; ● Assist in the implementation of various tech transfer and technical assistance projects, as assigned. 	<ul style="list-style-type: none"> ● Skilled in Office applications (Word, Excel, Powerpoint); ● Preferably, with experience working on government or S&T-based projects; ● Dependability, physically fit and able to travel, as needed; ● Effective communication skills (verbal and written).

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 April 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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