

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of April 29, 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. Planning and Management Information Systems Division (PMISD)							
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 P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAN-36-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> ● Gather data/proposals and update database projects for review and approval. ● Gather and validate accomplishment reports. ● Prepare project database and prescribed monitoring forms. ● Coordinate, provide and arrange logistical support in the conduct of evaluation of projects in their various stages (project proposal, ongoing and completed projects, and minutes preparation) and planning meeting and workshops. ● Perform other duties that may be assigned by the Division Chief and ITDI Top Management. 	<ul style="list-style-type: none"> ● Bachelor's degree in Engineering, Physical or Biological Sciences. ● Preferably with background in: <ul style="list-style-type: none"> a. Project Monitoring b. Report Preparation ● Above average english proficiency ● Minimum computer skills: <ul style="list-style-type: none"> a. Above average in MS Word and Excel b. Average in MS Access and Powepoint

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 May 15, 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
 Director