

**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		
<b>I. Planning and Management Information Systems Division (PMISD)</b>							
<b>1. Science Research Specialist I</b> Salary Grade: 13 Basic Annual Salary: <u>P 375,840.00</u> 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-SRAS1-19-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility  <ul style="list-style-type: none"> <li>● Perform the assigned planning function of PMISD.</li> <li>● Undertake the laboratory/plant visits to monitor and validate reports of accomplishments, encode information in the project database, and prepare corresponding reports to management.</li> <li>● Prepare agreements for contract R&amp;D projects with wexternal/internal stakeholders.</li> <li>● Make available to project proposals/reports and provide logistical support in the conduct of evaluation of projects in their various stages; prepare minutes of project evaluation.</li> <li>● Perform other duties that may be assigne by the Division Chief.</li> <li>● Coordinate and arrange logistics for planning meeting and workshop and in the documentation od results.</li> </ul>	<ul style="list-style-type: none"> <li>● Bachelor's degree in any science or engineering courses</li> <li>● Knowledge in project management and project proposal preparation.</li> <li>● Above average english proficiency</li> <li>● Above average computer skills in Ms Word, MS Access and Excel.</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 (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](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