

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of July 30, 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: <b>13</b> Basic Annual Salary: P 375, 840.00 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-SRAS1-57-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> <li>• Design efficient network structure for ITDI and ensure stable operation of the computer network both on premise and on offsite;</li> <li>• Established a reliable network and computer hardware through planning, organizing and monitoring user's access and privileges;</li> <li>• Provide ICT Technical assistance;</li> <li>• Provide Peer to Peer mentoring and knowledge transfer;</li> <li>• Performs other related duties by accomplishing assigned tasks to deliver output as expected within the prescribed period.cted within the prescribed period.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Computer Science, Information Technology, Computer Engineering and other relevant courses;</li> <li>• Preferably with advanced experience in ICT infrastructure technical support, administration and management (enterprise software, hardware and computer network).</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 August 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