

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of August 19, 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 REQUIREMEN				DUTIES AND RESPONSIBILITIES	ADDITIONAL REQUIREMENT	
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY			
I. Planning and Management Information Systems Division (PMISD)								
1. Science Research Specialist II Salary Grade: <u>16</u> Basic Annual Salary: P 476,064.00 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-SRAS2-80-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> ● Assists in the preparation of the Annual Strategic Plan and Performance Evaluation by divisional planning workshops to draft the Annual Strategic Plan. ● Validates and analyzes data gathered for the preparation of the agency budget planning and preparation based on the directives and schedule of DBM, Congress, and Senate; in cooperation with Finance and Management Division (FMD) to prepare the Budget Proposal Document. ● Reviews and validates the draft of the policy agenda by consulting and requesting for discussion, clarification, additional information or documents from the policy proponent(s) to finalize the Proposed Policy ● Assists in the various stages of project implementation in collaboration with assigned project monitors, through quarterly evaluation of ongoing and completed projects and project proposals, to evaluate related documents such as monitoring sheets, progress reports and terminal reports. ● Assists in the preparation review and evaluation of Project Contracts in coordination with concerned ITDI Divisions to ensure fair trade-offs in project contracts ● Assists in the conceptualization and preparation of the Agency Annual Report in coordination with all ITDI Divisions to draft the Agency Annual Report. ● Assist during conduct of Industry consultations/ meetings with the ITDI Industry Advisory Committee (IAC) ● Performed assign tasks in committee membership to prepare compliance and other reportorial requirements ● Keeps updated on the various activities of the institute by participating in conferences, seminars, and discussions to formulate plans and programs for the advancement of the institute. ● Performs other duties they be assigned by immediate Supervisor and Division Chief. 	<ul style="list-style-type: none"> ● Bachelor's degree in any science or engineering course (preferably Chemistry, Biology and Biotechnology, Environmental Science and Engineering, Materials Science and Engineering, Industrial Engineering, Chemical Engineering, Food Science and Technology and, Packaging Technology). ● Knowledge in Project Management, Planning, Monitoring and Evaluation and project proposal preparation, contracts agreement preparation, and Database management ● Above average English Proficiency ● Above average computer skills in MS Word, and Excel ● Average computer skills in MS access and Powerpoint.

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 August 30, 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.

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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