

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of January 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 REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
<b>I. Technological Services Division (TSD)</b>							
<b>1. Science Research Analyst</b> Salary Grade: <b>11</b> 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-31-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> <li>● Serves as FOI (Freedom of Information) Officer;</li> <li>● Leads in inventory and management of IEC materials, restoration of knowledge resources (photos, reports);</li> <li>● Leads in monitoring and tracking of IDS communication, e.g., emails, and deliverables;</li> <li>● Co-leads in study tours/visits, serve as reserve writer for NewsFlash and alternate staff for documentation services (photo, video);</li> <li>● Provides monitoring support to social media promotion and management activities;</li> <li>● Assists in conduct and implementation of promotional activities (e.g., exhibits, events) through photo/ video documentation);</li> <li>● Serves/Assists in various committees;</li> <li>● Performs other related tasks as may be assigned.</li> </ul>	<ul style="list-style-type: none"> <li>● Graduate of any related 4-year AE</li> <li>● Good oral and written communication skills</li> <li>● Relevant experience, working knowledge of audio-visual equipment, 1990:2015 is necessary</li> <li>● Knowledge on operation of audio-visual equipment is an advantage.</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, 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 **February 8, 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 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, sex and gender identity, civil status, disability, religion, ethnicity and political affiliation.*

  
**DR. ANNABELLE V. BRIONES**  
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