

Republic of the Philippines  
 Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
 DOST Cpd., General Santos Ave., Bicutan, Taguig City  
 Tel. Nos. : 8683-7750 to 69 (DOST - ITDI Trunklines)  
<http://www.itdi.dost.gov.ph>

**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 REQUIREMENT
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
<b>I. Technological Services Division (TSD)</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	<b>1</b>	<b>ITDIB-SRAS1-28-1998</b>	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> <li>● Leads the development and management of DOST-ITDI R&amp;D Archive/Knowledge Bank;</li> <li>● Leads/Co-leads in providing ICT support to all IDS/TSD activities;</li> <li>● Provides support to social media promotion and management including content creation, backend support, and monitoring of social media metrics;</li> <li>● Co-leads in exhibits implementation and delivery (alternate NSTW Task Force);</li> <li>● Assists in the development of multi-media materials;</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 4-year computer course;</li> <li>● Training on database administration;</li> <li>● Good oral and written communication skills;</li> <li>● Proficiency in the operation of multimedia equipment, design and or conceptualization for educational animated short films 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 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 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 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 