

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 June 10, 2025

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			
I. Administrative Division (ADM)								
1. Administrative Officer V (Human Resource Management Officer III) Salary Grade: 18 Basic Annual Salary: P 615, 648.00 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-ADOF5-4- 2004	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none">• Enhances existing HR policies and recommends improvements by analyzing issuances from the CSC and other oversight agencies to ensure compliance and improve the efficiency of HR operations.• Provides advice to key officials on personnel matters by recommending strategies that are aligned with regulatory changes, new technologies, and evolving trends in human resource management.• Supervises the implementation of key HR programs such as Recruitment and Selection, Learning and Development, Performance Management, and Rewards and Recognition to ensure they are effectively and consistently carried out.• Reviews and certifies HR transactions including leave applications, payroll, and overtime computations to ensure that employee benefits and compensations are accurate, timely, and in line with applicable policies.• Oversees recruitment processes by validating applicants' qualifications and evaluating them against ITDI criteria and CSC standards to ensure that only competent and eligible candidates are considered.• Maintains and secures personnel records by managing the 201 files and certifying the accuracy of HR reports submitted to DOST, CSC, DBM, GSIS, and other oversight bodies.• Facilitates offboarding processes such as exit interviews and terminal leave processing, while also ensuring the implementation of the PRAISE system to formally recognize employee accomplishments and contributions.• Participates in institutional committees, systems development, and policy formulation efforts, and stays current with HR trends by attending seminars and learning sessions to support organizational development initiatives.	<ul style="list-style-type: none">• Knowledgeable with government HR systems, CSC rules and regulations• Familiarity with ISO QMS setting• Strong verbal and written communication skills• Strong ability to network and linkages

*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 **June 23, 2025**.*

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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.

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