

**ANNOUNCEMENT OF VACANT POSITION**  
**SELECTION CRITERIA**

As of January 20, 2021

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. Technological Services Division (TSD)								
1. Senior Science Research Specialist Salary Grade: <u>19</u> Basic Annual Salary: <u>P 579, 756.00</u> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SRSRS-50-1998  reposting	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	• To support the overall goal of the institute to strengthen STI to include: a. Advertisement of new programs/ services; b. Press releases/engaging news items; c. Events promoting materials and reports; d. Social media use to promote STI; e. Development and management of high quality image bank (photographs and videos).	• Preferably with MS degree in Development Communication; • Strong leadership and communication skills • At least 2 years experience on: a. Development and use of good quality written and visual content for a range of communication and marketing purposes via digital, radio/TV, and print media, including hard copy publications, advertisements, press materials, videos, presentations, and web content; b. Development and delivery of a communication plan or strategy to raise the profile of Science, Technology, and Innovation (STI) internally and with a range of external stakeholders.  • Should work with minimal supervision.

Republic of the Philippines  
 Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
 DOST Cpd., General Santos Ave., Bicutan, Taguig City  
 General Santos Avenue, Bicutan, Taguig City  
 Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167 local 2219/2222  
<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITION**  
**SELECTION CRITERIA**

As of January 20, 2021

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>2. Science Research Analyst</b> Salary Grade: <u>11</u> Basic Annual Salary: <u>P 286, 524.00</u> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAN-22-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none"><li>● Provide technical and administrative support in the planning, procurement and monitoring of infrastructure related projects, as assigned;</li><li>● Prepare and assess engineering documents and design by collecting and studying reports, maps, drawings, blueprints;</li><li>● Support the conduct of technology transfer initiatives and provision of technical services; and</li><li>● Assist in the implementation and monitoring of ITDI projects, as assigned.</li></ul>	<ul style="list-style-type: none"><li>● Licensed Civil Engineer;</li><li>● Preferably with background on plumbing systems;</li><li>● With experience working on government projects;</li><li>● Basic CADD drawings skills;</li><li>● Knowledgeable in quantifying Civil, Electrical and Plumbing/Sanitary items (quantity take-offs);</li><li>● Skilled in Microsoft Office applications (Word, Excel, Powerpoint).</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) on or before February 10, 2021.*

**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.*

  
**ANNABELLE V. BRIONES, PhD.**  
 Director