

ANNOUNCEMENT OF VACANT POSITION/S
SELECTION CRITERIA

As of June 22, 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. CREATIVE ARTS SPECIALIST II Salary Grade: 15 Basic Annual Salary: <u>P 402,900.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance At least 15% of Basic Salary as Hazard Pay	1	TDIB-CASL2-1-1998	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">• Develops concepts, graphics and layouts for product illustrations, company logos, publications, and websites, among others;• Prepares briefs with regard to design style, format, print, production and timescales;• Desktop publishing;• Prepares rough drafts of material based on an agreed brief;• Reviews final layouts and suggesting improvements if required;• Liaises with external printers (other suppliers) on a regular basis to ensure deadlines are met and material is printed or produced to the highest quality.	<ul style="list-style-type: none">• A degree in graphic design (e.g., BS in Fine Arts, Industrial Design, and related courses)• A good knowledge of design software such as InDesign or Illustrator plus photo-editing software, such as Photoshop; other design software/trend• Excellent IT skills, especially with design and photo-editing software; desktop publishing;• An understanding of the latest design trends and their role in promoting science, technology, and innovation for use in media products such as magazines, labels, advertising and signage, brochures, posters, and other promotion collaterals for digital media.
2. SCIENCE AIDE Salary Grade: 4 Basic Annual Salary: <u>P 172,800.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SCA-22-1998	Elementary School graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	<ul style="list-style-type: none">• Assists in the conduct of technology fora, conferences and other technology transfer activities;• Provides assistance in coordination works, scheduling of meetings and other activities;• Receiving and releasing of documents/records;• Assists in documentation/filing and other activities as assigned.	<ul style="list-style-type: none">• Preferably college level or graduate of any 2-year course or its equivalent;• With basic knowledge in Microsoft Office (Excel and Word);• Basic communication skills (oral and written).

Republic of the Philippines
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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 on or before July 9, 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, 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 