Republic of the Philippines

Department of Science and Technology

INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

DOST Cpd.,General Santos Ave., Bicutan, Taguig City

Tel. Nos. : 8837-2071 to 82 (DOST Trunklines) Telefax No.: 8837-3167 local 2219/2222

http://www.itdi.dost.gov.ph

ANNOUNCEMENT OF VACANT POSITIONS

SELECTION CRITERIA

As of June 3, 2022

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. Science Research Specialist II Salary Grade: **16** Basic Annual Salary: P 457, 800.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAS2-69-1998	Bachelor's degree relevant to the job	1 years of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	• Conceptualize, prepare articles for various IEC materials (press releases, publications, etc); speeches, messages for officials; • Develop content and visuals for other IEC/communication collaterals (e.g., posters, exhibits, social media); • Organize and/or assist in the conduct of various promotional activities (e.g. press con/pressers, events, webinars); • Assist in the development of AVPs and related multimedia products; desktop publishing; and; • Liaise (and/or source out, review) with suppliers/jobbers for commissioned works to ensure deadlines and specifications are met and material or output is produced to the highest quality; • Serve in various committees and provide needed assistance in the field; and attend meetings and perform other related tasks/ assignments from superiors; and • Contribute to the planning and monitoring intiatives of the division.	• A Bachelor's degree in Communication (e.g., BS Development Communication, Mass Communication and related courses) • Advanced degree in Communication, or units in Science Communication a plus • Excellent understanding/ appreciation of DevCom/ Communication principles which is critical for science communication, STI promotion; • Excellent writing/content development and design skills for quad media application; • With working knowledge on IT/IT skills, especially with design and photo-editing software; desktop publishing; • Creative and innovative and with above average understanding of photo/ videography principles; • With excellent networking ability; team player; and, a professional approach to time, deadlines, and costs.

Republic of the Philippines

Department of Science and Technology

INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

DOST Cpd.,General Santos Ave., Bicutan, Taguig City

Tel. Nos. : 8837-2071 to 82 (DOST Trunklines) Telefax No.: 8837-3167 local 2219/2222

http://www.itdi.dost.gov.ph

ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA

As of June 3, 2022

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		
2. Science Research Specialist II Salary Grade: **16** Basic Annual Salary: P 457, 800.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAS2-77-1998	Bachelor's degree relevant to the job	1 years of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	● Spearhead the development and management of DOST-ITDI R&D Archive/ Knowledge Bank; knowledge resources (in various media) for STI communication/ knowledge translation, and other related materials; aiming towards KM (knowledge management) institutionalization; ● Serve as point person for KM (backend) and lead data/documents organization to facilitate archiving and establishing the Knowledge Bank; ● Lead in developing/drafting the IDS/TSD Data Privacy and Security Protocol to be incorporated in the DOST-ITDI's. ● Provide support to social media promotion and management as member of social media team, contribute content, handle backend support, and monitoring and reporting of digital media metrics; ● Lead in providing ICT support to all IDS activities, Zoom scheduling; while supporting TSD's and other divisions' and/or committees' ICT-related needs; ● Assist in organizing/ implementing conduct of various promotional activities (e.g. exhibits, press con/pressers, events, webinars); and in development of AVPs and related multimedia products; ● Serve in various committees and provide needed assistance in the field; attend meetings and perform other related tasks/assignments from superiors; and ● Contribute to the planning and monitoring intiatives of the division.	● A Bachelor's degree in Information Technology or Computer Science, other related courses (BS Information Technology, BS Computer Science, BS Computer Engineering); ● Advanced degree in IT or Masters in Information System/Technology a plus; ● Excellent understanding/ appreciation of IT systems development which is critical in developing/ designing platforms for STI/science communication; ● Working knowledge on science communication principles/STI promotion, digital designing, photo/video production and editing; and ● Creative and innovative, with excellent networking ability; a team player.

Republic of the Philippines

Department of Science and Technology

INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

DOST Cpd.,General Santos Ave., Bicutan, Taguig City

Tel. Nos. : 8837-2071 to 82 (DOST Trunklines) Telefax No.: 8837-3167 local 2219/2222

http://www.itdi.dost.gov.ph

ANNOUNCEMENT OF VACANT POSITIONS

SELECTION CRITERIA

As of June 3, 2022

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		
3. Science Research Specialist I Salary Grade: **13** Basic Annual Salary: P 357, 576.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAS1-29-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	● Facilitate the implementation of regional projects/activities; ● Assist in the design/ development and implementation of new training courses; ● Establish and maintain database relevant to training and regional projects; ● Provide assistance in the monitoring and assessment of regional projects/requests and training programs; and ● Provide inputs on process review and policy reforms in relation to technology-based training.	● Preferably BS /BA graduate; ● Prior experience in the design and development of new training courses; ● Ability to coordinate and facilitate the implementation of regional requests/ trainings;● With relevant experience on database development and network management; ● Good communication skills both oral and written; and ● Attended seminars/training relevant to the position.
4. Science Research Specialist I Salary Grade: **13** Basic Annual Salary: P 357, 576.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-SRAS1-31-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	● Facilitate the conduct of technology review and assessment; ● Provide support in the implementation of technology transfer and delivery of technical services; ● Provide support to intellectual property management activities of the institute; ● Assists in the conduct of Fora, Conferences, Focal Group Discussion and other Technology transfer activities.	● Preferably college graduate on Marketing or any Business related course; ● Knowledge on Intellectual Property Management is an advantage; ● With basic knowledge on knowledge management concept.

Republic of the Philippines

Department of Science and Technology

INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

DOST Cpd.,General Santos Ave., Bicutan, Taguig City

Tel. Nos. : 8837-2071 to 82 (DOST Trunklines) Telefax No.: 8837-3167 local 2219/2222

http://www.itdi.dost.gov.ph

ANNOUNCEMENT OF VACANT POSITIONS

SELECTION CRITERIA

As of June 3, 2022

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		
5. Science Research Technician IV Salary Grade: **16** Basic Annual Salary: P_439,536.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SRT4-6-1998	Completion of two years studies in college	4 years of relevant experience	24 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	● Provides technical support for the planning/establishment and management of the institute's facilities; ● Provision of technical services for various R&D and tech transfer activities of the institute (i.e., designs and drafting, assessment) ● Assists in the implementation and monitoring of ITDI projects, as assigned.	● Bachelor's degree in Architecture or related field; ● Relevant experience on planning and management of infra and infra-related projects; ● Preferably, with experience in government projects.

6. Science Research Assistant
 	
Salary Grade: **9**
Basic Annual Salary:
P_235,116.00
Monthly Additional Allowances:
P2,000.00 PERA
P3,000.00 Subsistence Allowance
P500 Laundry Allowance
15% of Basic Salary as Hazard Pay
	1	ITDIB-SRAS-19-1998	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	● Provide assistance in carrying out various programs/projects to include but not limited to the following:
							  a.) Exhibit (manning and coordination);
							  b.) ITDI study tours/visit;
							  c.) Social media platform (producing YouTube vlogs, Facebook postings, social updates and inquiry);
							  d.) Desktop publishing alternate;
							  e.) AVP production and editing.
							● Perform computer related services and other activities in support to the division/institute.
								● BS or 2-Year Course in IT/Communication;
								● Good working knowledge of office procedures, design software, photo/video production & trends;
								● Good interpersonal skills, promoting camaraderie;
								● Predisposed to liaising/coordinating activities;
								● Displays creativity and innovation;
								● Good IT-related skills;
								● Knowledgeable in Desktop Publishing;
								● Good grasp of communication/ promotion of STI (Science, Technology, and Innovation).

Republic of the Philippines

Department of Science and Technology

INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

DOST Cpd.,General Santos Ave., Bicutan, Taguig City

Tel. Nos. : 8837-2071 to 82 (DOST Trunklines) Telefax No.: 8837-3167 local 2219/2222

http://www.itdi.dost.gov.ph

ANNOUNCEMENT OF VACANT POSITIONS

SELECTION CRITERIA

As of June 3, 2022

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		

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 20, 2022.

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