

**ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA**

As of May 16, 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. Technological Services Division (TSD)								
1. Science Research Assistant Salary Grade: <u>9</u> Basic Annual Salary: <u>P 278, 712.00</u> 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-SRAS-7-1998	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- Professional) First Level Eligibility	<ul style="list-style-type: none">• Manage incoming and outgoing communications of the Division• Draft official communications and reports, as assigned by the Chief• Organize/facilitate meetings and activities, as assigned• Manage replenishment/procurement of TSD office supplies• To be assigned under Office of the Chief	<ul style="list-style-type: none">• Training and experience in office administration or as executive assistant• Intermediate computer literacy, can utilize productivity tools and applications with minimal guidance/supervision• Effective communication and organizational skills

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 May 27, 2025.

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