

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 December 11, 2020

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. Finance and Management Division (ADM)								
1. Administrative Officer IV Salary Grade: <u>15</u> Basic Annual Salary: <u>P 384,636.00</u> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistance Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-ADOF4-7-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none">• Prepares Obligation request and Status (ORS) under GF• Maintains/complies copy of Obligation Request and Status (ORS)• Prepares Financial Report of Operations, Financial Performance Report (Monthly); Quarterly Financial Accountability Reports• Assists in the preparation of Budget Reports, Estimates, and proposals• Perform other duties assigned	<ul style="list-style-type: none">• Bachelor's degree relevant to the job• Computer literate• Output oriented• Hardworking• Ability to work in harmony with co-workers• Has work ethics
2. Administrative Officer III Salary Grade: <u>14</u> Basic Annual Salary: <u>P 351,324.00</u> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistance Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-ADOF3-3-2009	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none">• Processing Financial Transaction using e-budget system• Prepare/submit reports using the DBM Unified Reporting System and Online Submission of Budget Proposal• Handle issuances of Certificate of Creditable Tax Withheld at source to Communication Provider.• Prepare Financial Report of Regular Project, Disaggregated Funds and Infrastructure Project• Compute Travel Expenses for GF and SDO Replenishment• Perform liason work and other related duties that may be assigned from time to time.	<ul style="list-style-type: none">• Bachelor's degree relevant to the job• Computer literate• Output oriented• Hardworking• Ability to work in harmony with co-workers• Has work ethics

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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 December 28, 2020.

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.


ANNABELLE V. BRIONES, PhD.
Director