

Republic of the Philippines
 Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
 DOST Cpd., General Santos Ave., Bicutan, Taguig City
 Tel. Nos. : 8683-7750 to 69 (DOST - ITDI Trunklines)
<http://www.itdi.dost.gov.ph>

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. Finance and Management Division (FMD)								
1. Administrative Officer V Salary Grade: 18 Basic Annual Salary: <u>P 615, 648.00</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-ADOF5-1-2025	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none">• Certifies recommendations on existing internal control systems, methods, systems and procedures by evaluating new and prior issuances of oversight bodies to safeguard money and property• Validates the presence of weaknesses and deficiencies on outstanding ITDI issuances requiring correction by studying salient provisions of newly published government laws, rules and regulations to ensure alignment and adherence thereto• Ensures and certifies the status of implementation of COA Audit recommendations included in the Annual Audit Report, ISO findings and recommendations and ARTA requirements are addressed by coordinating with each respective office/personnel to ensure adherence thereto• Evaluates formulated financial and management policies, plans, programs, rules and regulations by analyzing and reviewing current trends, new policies aligned to ITDI, prior and new issuances of the Institute and other oversight and regulatory bodies to ensure compliance• Certifies required reports/action documents by coordinating with the respective offices/personnel to ensure timely submission• Performs technical support to the institute by actively participating in the development of systems, formulation of policies, plans and programs and performing tasks as required as a committee member to ensure delivery of output of the committee as expected• Keeps updated on the current trends and issues, and various activities of the institute by attending seminars, conferences and participating in various activities, meetings and discussions to gain additional knowledge to develop comprehensive plans and programs for the division• Performs other related duties by accomplishing assigned tasks to deliver output as expected	<ul style="list-style-type: none">• Computer literate• Output oriented• Hardworking• Ability to work in harmony with co-workers• Has work ethics• Good communication skills• Knowledgeable of Accounting functions

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.

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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