

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)							
<b>1. Administrative Officer V (Budget Officer III)</b> Salary Grade: <u>18</u> 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	<b>1</b>	<b>ITDIB-ADOF5-2-2004</b>	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"><li>● Consolidates the proposed funding requirements/allocations by counter checking compliance to established priorities and procedures to ensure implementation of the approved plans, programs and projects of the institute</li><li>● Attends budgets forums, briefings, hearings and other related activities by preparing required financial data and other required documentary requirements to support the agency budget proposal</li><li>● Reviews and Certifies Financial Reports, such as but not limited to, Budget Preparation, Budget Execution Documents, Agency Performance review, Budget and Financial Accountability Reports (BFARs) by validating entries of every expenditure to ensure accuracy and timely submission</li><li>● Analyzes and validates deficiencies on internal control systems and procedures by measuring compliance with internal control checklist, established measures, and existing government rules and regulations to ensure alignment of procedures and compliance thereto</li><li>● 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</li><li>● 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</li><li>● Performs other related duties by accomplishing assigned tasks to deliver output as expected</li></ul>	<ul style="list-style-type: none"><li>● Computer literate</li><li>● Output oriented</li><li>● Hardworking</li><li>● Ability to work in harmony with co-workers</li><li>● Has work ethics</li><li>● Good communication skills</li><li>● Knowledgeable of Accounting functions</li></ul>

*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](mailto: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](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