

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 July 3, 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. Administrative Division (ADM) | | | | | | | |
| 1. Administrative Officer III Salary Grade: 14 Basic Annual Salary: <u>P 444, 288.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay | 1 | ITDIB-ADOF3-2-2009 | Bachelor's degree relevant to the job | 1 year of relevant experience | 4 hours of relevant training | Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none">● Facilitates the bidding process by preparing all required documents for Alternative Methods of Procurement, ensuring compliance with RA 9184 and its Implementing Rules and Regulations (IRR).● Provides procurement status updates to stakeholders, including end users and bidders, by issuing notices and responding to inquiries via email and telephone to ensure clear and timely communication.● Takes custody of all procurement-related documents by filing and scanning records for Alternative Methods of Procurement to ensure proper documentation and traceability.● Prepares procurement reports by gathering data, consolidating updates, and monitoring procurement milestones to comply with the requirements of PBB, GPPB, PS-DBM, and other oversight bodies.● Keeps informed on current trends, issues, and institutional activities by attending seminars, conferences, meetings, and discussions to support planning and program development.● Provides administrative support by performing assigned committee tasks to ensure timely and effective delivery of expected outputs.● Performs other related duties by completing assigned responsibilities within the prescribed period to support overall procurement operations. | <ul style="list-style-type: none">● Familiar with government procurement processes and the basic provisions of RA 9184 and its IRR● With background to ISO 9001:2015● Proficient in written and oral communication● High attention to details● Can deal effectively with stakeholders and can work with minimum supervision |

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 July 15, 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.

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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