

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of February 17, 2021

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			
<b>I. Office of the Director (OD)</b>								
<b>1. Administrative Aide III (Driver I)</b> Salary Grade: <b>3</b> Basic Annual Salary: <b>P 162,864.00</b> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance 30% of Basic Salary as Hazard Pay	1	ITDIB-ADA3-23-2004	Elementary School Graduate	None required	None required	Driver's License	<ul style="list-style-type: none"> <li>• Convey officials and employees to and from office;</li> <li>• Detects motor vehicle defects, troubleshoots minor defects, and reports major defects to superiors for appropriate action.</li> <li>• Maintains vehicle by cleaning and checking the vehicle parts to ensure safety during the use and/or transportation of officials, personnel, and visitors.</li> <li>• Do other related tasks assigned by the immediate superior from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably High School graduate</li> <li>• Vocational course in driving or automotive is an advantage</li> <li>• Must have a valid Professional Driver's License</li> <li>• Preferably with 2 years of working experience as company driver.</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) on or before March 3, 2021.*

**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