

ANNOUNCEMENT OF VACANT POSITION
SELECTION CRITERIA

As of June 22, 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			
I. Administrative Division (ADM)								
1. Chief Administrative Officer Salary Grade: <u>24</u> Basic Annual Salary: P 1,040,904.00 Monthly Additional Allowances P2,000.00 PERA P5,000.00 Representation Allowance P5,000.00 Transportation Allowance P1,500.00 Communication Allowance P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-CADOF-6-2004	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory / management learning and development intevention undertaken	Career Service Professional/ Second Level Eligibility	<ul style="list-style-type: none">• Supervise and oversee the operations of the Division<ul style="list-style-type: none">a. Human Resource Managementb. Property and Procurementc. Records Managementd. Cashiere. General Services• Management Information<ul style="list-style-type: none">a. Policy System formulation/development/ implementationb. Management Representation• Perform special tasks as assigned.	<ul style="list-style-type: none">• Preferably with advanced degree in Public Administration or related field; a lawyer or LLB graduate• Knowledgeable in<ul style="list-style-type: none">a. CSC Rules and Regulationsb. provisions of RA 9184 or Procurement Actc. legal, fiscal and administrative matters• Excellent in oral and written communication skills• Has experience in networking and establishing linkages• Good moral character, work ethics, interpersonal relationship & work attitude.

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 July 22, 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, 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