

ANNOUNCEMENT OF VACANT POSITION/S
SELECTION CRITERIA

As of July 5, 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.

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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 Assistant II Salary Grade: 8 Basic Annual Salary: P 219,012.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-ADAS2-5-2004	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	<ul style="list-style-type: none">• Handles the General ledger and special journals, subsidiary ledgers;• Prepares trial balance and financial reports and statement;• Reconciles subsidiary accounts with the general ledger accounts;• Prepares journal vouchers which cannot be recorded in the special journals;• Reviews and processes the reports of disbursement and related documents;• Prepares Order of Payment;• Handles, Processes and Controls all transactions of assigned GIA Project and prepare Financial Report;• Performs other duties as may assigned from time to time.	<ul style="list-style-type: none">• Preferably a graduate of bachelor's degree in Accountancy, Financial Management or any other related courses;• Computer literate;• Good communication skills;• Output oriented;• Hardworking;• Knowledgeable of Accounting functions particularly handling project funds.

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 23, 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.


DR. ANNABELLE V. BRIONES

Director