

ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA

As of November 3, 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. 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 At least 15% of Basic Salary as Hazard Pay	1	ITDIB-ADAS2-10-2004	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"> ● Assigns property number for newly acquired ITDI-PPE; encodes and updates ITDI PPE database; ● Files new ICS/PAR and transferred ICS/PAR as necessary; ● Supervises the physical count/inventory of ITDI-PPE; ● Prepares RPCPPE and IRRUP for the year; ● Prepares other reports as necessary from internal and external requesting interested parties. 	<ul style="list-style-type: none"> ● Preferably a graduate of bachelor's degree relevant to the job; ● Meticulous attention to detail; ● Preferably with experience in clerical/administrative jobs/records keeping; ● Proficient in MS Office applications.

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: Position_Division) on or before November 19, 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 