

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of December 6, 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. Finance and Management Division (FMD)</b>								
Administrative Officer II Salary Grade: <u>11</u> Basic Annual Salary: <u>P 286,524.00</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-ADOF2-9-2004	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> <li>• Prepare monthly JEV;                             <ul style="list-style-type: none"> <li>a. Collection &amp; Deposit (ITDI Training)</li> <li>b. Liquidation of Cash Advance (Payroll Fund)</li> <li>c. Adjustment (Reclassification of account code, staled checks, equipment, prepayment and other SL)</li> </ul> </li> <li>• Prepare Statement of Bank Reconciliation;                             <ul style="list-style-type: none"> <li>a. General Fund</li> <li>b. ITDI Training Fund</li> <li>c. Accounts Payable</li> </ul> </li> <li>• Handles the following subsidiary Ledger;                             <ul style="list-style-type: none"> <li>a. Other Prepaid Expenses</li> <li>b. Plant, Property and Equipment</li> <li>c. And other Subsidiary Ledger</li> </ul> </li> <li>• Handles process obligation/allotment and prepare financial reports for Trust Fund and ITDI Training Fund;</li> <li>• Perform related and other duties that may be assigned by the Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literate;</li> <li>• Output oriented;</li> <li>• Hardworking;</li> <li>• Ability to Work in Harmony with Co-Workers;</li> <li>• Has work ethics;</li> <li>• Knowledgeable of Accounting functions.</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) (subject: Position\_Division) on or before **December 21, 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