

Republic of the Philippines
 Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
 DOST Cpd., General Santos Ave., Bicutan, Taguig City
 General Santos Avenue, Bicutan, Taguig City
 Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167 local 2219/2222
<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITION
 SELECTION CRITERIA**

As of May 12, 2022

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 intervention 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 Management b. Property and Procurement c. Records Management d. Cashier • Policy Management <ul style="list-style-type: none"> a. Policy System formulation/development/ implementation b. Management Representation • Do Special Assignments 	<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 Regulations b. provisions of RA 9184 or Procurement Act c. legal, fiscal and administrative matters • Excellent in oral and written communication skills • Ability in networking & 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 (subject: Position_Division) on or before **May 30, 2022**.*

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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-

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, Ph.D.
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