

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of May 27, 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. Finance and Management Division (FMD)								
1. Accountant IV Salary Grade: 22 Basic Annual Salary: P 839,556.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-A4-1-2009	Bachelor's degree in Commerce/Business Administration major in Accounting	3 years of relevant experience	16 hours of relevant training	RA 1080	<ul style="list-style-type: none"> ● Monitors/assists Accounting Staff in the reconciliation of Subsidiary Ledger account with the controlling account in the General Ledger; ● Monitors the disbursement based on the approved/released NCA; ● Signs/approves Disbursement Voucher, Purchase Order, Work Order amounting to P 200,001.00 and above, Liquidation Report and Payroll; ● Approves Journal Entry Voucher; ● Signs/approves Financial Reports, List of Due and Demandable Accounts Accounts Payable-Advice to Debit Accounts (LDDAP-ADA); ● Direct and supervise activities of the Accounting Section; ● Perform other duties that may be assigned. 	<ul style="list-style-type: none"> ● Output oriented; ● Dedicated and enthusiastic; ● Ability to work in harmony with co-workers; ● Has work ethics; ● Knowledgeable of government accounting functions, systems and internal control; ● Experience in one or a combination of the following: government accounting and auditing, financial management, and other related disciplines.

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: Name of Position_Division) on or before June 10, 2022.

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
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