

Republic of the Philippines
 Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
 DOST Cpd., General Santos Ave., Bicutan, Taguig City
 Tel. Nos. : 8683-7750 to 69 (DOST - ITDI Trunklines)
<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of February 14, 2023

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 Officer I Salary Grade: <u>10</u> Basic Annual Salary: <u>P 278, 112.00</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-ADOF1-12-1998	Bachelor's degree related to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> ● Facilitates the maintenance, safekeeping (hardcopy or digital), and retention of all documented information received, processed and disseminated by the Section by properly recording, classifying and filing in a suitable filing cabinet thus ensuring its safety and easy retrieval; ● Conducts inventory and disposal of all documented information in the custody of the Section in accordance with the ITDI and GRDS of the Pambansang Sinupan; ● Ensured that the documented information in the custody of the section are easily retrievable upon request; ● Act as OIC of the Section in the absence of the Administrative Officer V; ● Recommends enhancement of systems and procedures of the section to align with the current trends and issues for review of the section head; ● Drafts communications and report as needed for review and approval of the section head; ● Performs committee activities by accomplishing assigned tasks and requirements to meet deadlines and improve delivery of service; ● Attends seminars, conferences and participates in various activities, meetings and discussions to gain additional knowledge to develop comprehensive plans and programs for the section; ● Performs other related Duties by accomplishing assigned tasks to deliver output as expected. 	<ul style="list-style-type: none"> ● Preferably a graduate of bachelor's degree in Office Management or any related courses; ● Keen to detail; ● Knowledgeable in the Implementing Rules and Regulations of RA 9470; ● Proficient in MS Office Applications; ● Knowledgeable in ISO 9001:2008 (Quality Management System); ● Good written and oral communication skills.

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 February 28, 2023.

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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-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 