

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of July 12, 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		
<b>I. Administrative Division (ADM)</b>							
<b>1. Administrative Officer I</b> Salary Grade: <b>10</b> Basic Annual Salary: <u>P 278, 112.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance 15% of Basic Salary as Hazard Pay	<b>1</b>	<b>ITDIB-ADOF1-4-2023</b>	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility * RA 1080  <ul style="list-style-type: none"> <li>● Manages the institute's financial obligations such as Payrolls of Salaries, Wages and other benefits, remittances, COD transactions; and other pre-payments and ensure timely liquidations of documents and submission of financial reports to FMD and COA;</li> <li>● Records and maintains Warrant Register and monitors and controls cash disbursement according to Fund Clusters;</li> <li>● Assists in the stamping of PAID and filing of all PAID Disbursement Vouchers and its attachments according to Fund Clusters; and ensure that corresponding validated LDDAP-ADA and Advice of Checks Issued and Cancelled are duly attached;</li> <li>● Manages the receipts of Technical Service Requests (TSR) subject to E-Payment processing and prepares, signs, and maintains Reports of e-Collections and e-Deposits (e-RCD) according to funds;</li> <li>● Withdraws cash advances, prepares and counts cash, and distributes to intended recipients and prepares and signs Reports of Cash Disbursements and liquidates cash advances to Accounting, FMD for post-audit;</li> <li>● Attends meetings and conducts various duties and responsibilities as a member and focal person of various ITDI committee(s);</li> <li>● Performs other related duties by accomplishing assigned tasks to deliver output as expected;</li> </ul>	<ul style="list-style-type: none"> <li>● Preferably a graduate of bachelor's degree in Office Management or any related courses</li> <li>● Knowledgeable in the Implementing Rules and Regulations of E.O. 170</li> <li>● Knowledgeable in ISO 9001:2015 (Quality Management Systems)</li> <li>● Attention to detail</li> <li>● Familiarity with electronic office equipment</li> <li>● Proficient in M.S. Office applications including databases</li> <li>● Excellent communication and time management skills</li> <li>● Customer satisfaction-oriented</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: Name of Position\_Division) on or before July 27, 2023.**

**Note:**

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		

*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 