

**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 II</b> Salary Grade: <b>11</b> Basic Annual Salary: P 324, 000.00 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-ADOF2-6-2023</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>● Facilitates all activities pertaining to Rewards and Recognition by ensuring that all rewards and recognitions is given based on ITDI PRAISE Manual;</li> <li>● Acts as Secretariat to the PRAISE Committee by assisting all activities pertaining to Rewards and Recognition;</li> <li>● Prepares general payroll for all salaries and benefits by encoding monthly updates in the payroll system to ensure that accurate compensation and benefits are given;</li> <li>● Updates the leave card and prepares the monthly attendance by processing the application for leave, leave permit, overtime permit and Compensatory Time-off Request (CTO) to ensure that the employees attendance is properly monitored;</li> <li>● Maintains the documents related to compensation and benefits of regular employees, and rewards and recognition by updating official documents and personal information to make sure that personnel records are properly secured and retrievable;</li> <li>● Prepares mandatory report for DOST, GSIS and DBM by updating personnel information and data system to ensure compliance;</li> <li>● Performs technical support to the institute by actively participating in the development of systems, formulation of policies, plans and programs and performing tasks as required as a committee member to ensure delivery of output of the committee as expected;</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 of Science in Business Administration, BS Psychology or any related courses;</li> <li>● With experience in payroll administration and timekeeping;</li> <li>● Strong numerical aptitude and attention to detail;</li> <li>● Proficient in Microsoft Office and any payroll software programs;</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.*

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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](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 