

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of September 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		
I. Office of the Director (OD)							
1. Administrative Aide III Salary Grade: <u>3</u> Basic Annual Salary: <u>P 200,136.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-ADA3-28-2004	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat II) <ul style="list-style-type: none"> ● Driving Functions <ul style="list-style-type: none"> a. Drives for the ITDI Deputy Director, Officials, employees and guest of ITDI. b. Perform and accomplish his assigned tasks in a manner that will minimize and/or completely eliminate risks of accident to himself, his passengers, to his vehicles and all government property under his charged; ● Takes care and safeguard his motor vehicle, tools and government Property under his charged; ● Accomplish vehicles and equipment operational, record, and perform physical inspection of motor vehicles during and after each operation; ● Accomplish properly trip tickets and submit them during and after a scheduled trip; ● Report to the office of the official he is assigned and assists in other office works such as messengerial, clerical, reproduction, etc. when not in travel and avoid loitering/loafing when no on duty during office hours; ● Submit all documents needed for payments of GSIS and LTO registration of all ITDI vehicle. 	<ul style="list-style-type: none"> ● Must have at least (5) years of experience as Professional Driver; ● Knowledge in minor troubleshooting and road safety.

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 September 27, 2023.

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.

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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