

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of October 17, 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 Aide IV Salary Grade: <u>4</u> Basic Annual Salary: <u>P 187, 032.00</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-ADA4-15-2004	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> ● Provides Secretarial Services to the Chief, Administrative Division <ul style="list-style-type: none"> a. Receives, records and releases documents; b. Attends to calls, inquiries and requests; c. Schedules meetings, conferences and other activities. ● Handles the operation and maintenance of ITDI official vehicles <ul style="list-style-type: none"> a. Schedules and coordinates the trips of the drivers; b. Prepares and files trip tickets c. Prepares documents for the registration of vehicles; d. Prepares necessary documents for the payment of gasoline and RFID; e. Prepares Monthly Report of Fuel Consumption for submission to COA. ● Performs other duties which maybe assigned from time to time. 	<ul style="list-style-type: none"> ● Bachelor's degree relevant to the job is an advantage; ● With knowledge in Microsoft Office (Excel and Word) ● Can compose/draft basic correspondence; ● Attention to details.

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 November 6, 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.

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.