

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of February 8, 2024

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. Finance and Management Division (FMD)							
1. Accountant II Salary Grade: 16 Basic Annual Salary: P 476,064.00 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-A2-2-2021	Bachelor's degree in Commerce/Business Administrative major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080	<ul style="list-style-type: none"> ● Signs, approves, validates, ensures and endorses that all financial activities such as but not limited to Disbursement Vouchers, Purchase Orders, Tax Certificates, weAccess and eMDS transactions funded by General Fund and Trust Funds are appropriate, with complete and correct documentary requirements and in compliance with government rules and regulations. Identifies monitors and controls all financial activities for Grant-in-Aid projects including the checking and validation of the appropriateness and completeness of funded transactions, Identifying, assigning unified account code and overseeing all project disbursements. Reconciles subsidiary ledgers for real accounts and general ledgers for nominal accounts. ● Reviews and approves paid transactions of Trust Funds encoded in e-NGAS. Encodes collection and deposits in e-NGAS. Prepares the Agency's Monthly Cash Flow Statement, Notes to Financial Statement, Quarterly Financial Accountability Report Report No. 5, Annex A: Quarterly Status of Unliquidated Cash Advances, Annex B: Status of Fund Transfer to other Government/Implementing Agencies, Annex D: Status of other Receivables, Quarterly Summary of report of Actual Maintenance and other Operating Expenses (MOE) and Capital Outlay (CO) provided by the Agency to the Auditing Units/Audit Teams, and Quarterly Financial Reports of Grant-in-Aid projects. Prepares Statement of Accounts as needed and requested ● Analyzes and evaluates deficiencies on internal control systems and procedures with the internal control checklist, established measures, and existing government rules and regulations. ● Attends to conference, workshops, meetings and other developmental activities to keep up with the current trends and strengthen skills, instincts, abilities and the like. ● Performs various committee activities to accomplish assigned task within specified timelines thus improving delivery of service. ● Performs other duties, relevant or not, assigned from time to time 	<ul style="list-style-type: none"> ● Computer literate ● Output oriented ● Hardworking ● Ability to work in harmony with Co-Workers ● Has work ethics ● Good 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 23, 2024.

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