

Republic of the Philippines  
 Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
 DOST Cpd., General Santos Ave., Bicutan, Taguig City  
 Tel. Nos. : 8683-7750 to 69 (DOST - ITDI Trunklines)  
<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of June 10, 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		
<b>I. Administrative Division (ADM)</b>							
<b>1. Administrative Aide IV</b> Salary Grade: <b>4</b> Basic Annual Salary: <b>P 187, 032.00</b> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-ADA4-21-2004	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility <ul style="list-style-type: none"> <li>• Facilitates the preparation of procurement contract based on the approved resolution; makes photocopies of related documentary requirements for attachment to procurement contract;</li> <li>• Coordinates with the external providers and end-users to address and resolve issued and concerns related to procurement to ensure completion of the contract within the specified period;</li> <li>• Prepares and submits a report of approved Purchase/Work Order to COA within the prescribed period in compliance with existing rules and regulations;</li> <li>• Files and organizes records pertaining to procurement to ensure that documented information are properly maintained, secured and easily retrievable;</li> <li>• Performs committee activities and other duties by accomplishing assigned tasks and requirements to meet deadline and improve delivery of service.</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably a graduate of bachelor's degree relevant to the job;</li> <li>• Meticulous attention to the job;</li> <li>• Preferably with knowledge in RA 9184;</li> <li>• Proficient in MS Office application.</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 June 26, 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](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