

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 VI</b> Salary Grade: <b>6</b> Basic Annual Salary: <b>P 210, 636.00</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-ADA6-19-2004	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility <ul style="list-style-type: none"> <li>Controls the ITDI properties by assigning property number, facilitating inventory tagging of newly acquired physical assets, maintaining ITDI Physical Properties and Equipment (PPE) database, assisting in the inventory and disposal of unserviceable properties and clearing and checking the accountable properties of an outgoing employees in accordance with COA rules and regulations.</li> <li>Handles the requisition, issuance, and control of common supplies and materials by preparing the Purchase Request (PR), Agency Procurement Request (APR), and Disbursement Voucher (DV) to ensure the availability of common supplies and materials.</li> <li>Prepares Report of Supplies and Materials Issued (RSMI) by consolidating Monthly Issued Supplies and Materials to ensure compliance with COA Rules and Regulations.</li> <li>Files and maintains records related to property and common supplies &amp; materials 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>Computer literate;</li> <li>Hardworking;</li> <li>Output oriented.</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 