

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of July 4, 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. Administrative Division (ADM)							
1. Administrative Officer III (Cashier II) Salary Grade: 14 Basic Annual Salary: <u>P 406,116.00</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-ADOF3-8-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> ● Facilitates cash collections and deposits through the issuance of Official Receipts for any collected fees, charges, revenues and other receipts due to the institute. ● Records daily collections and deposits and maintains cashbook and/or Cash Receipts Record (CRR) per fund source. ● Secures and maintains the availability of Official Receipts and other Accountable Forms relative to Collections and Deposits and safeguards the same for any unauthorized use. ● Manages the preparation of various financial and accountability reports relative to Collections and Deposits and ensures submission to the Accounting Section, FMD; COA; and BTr on the prescribed period. ● Assists in the withdrawal of cash advances of payroll of salaries, wages, and other personnel benefits and liquidates the same to Accounting, FMD on the prescribed period set by COA. ● Attends meetings and conducts various duties and responsibilities as a member and focal person of various ITDI committee(s). ● Performs other related duties by accomplishing assigned tasks to deliver output as expected. 	<ul style="list-style-type: none"> ● Preferably a graduate with a bachelor's degree in Office Management or any related courses. ● Computer literate and proficient in M.S. Office applications. ● Has an intermediate knowledge of accounting and cash management systems. ● Can implement accounting and cash management systems and procedures with minimal supervision. ● Excellent communication skills and attention to detail. ● Honest, courteous, trustworthy, dedicated, alert, and customer satisfaction-oriented.

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 July 18, 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.

Republic of the Philippines
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE in the CSC website


MARIA PRITINA A. GAMBOA
HRMO

Date: 4-Jul-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer III (Cashier II)	ITDIB-ADOF3-8-2004	14	33853	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 18, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

ITDI 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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DR. ANNABELLE V. BRIONES

Director IV

DOST Compound Gen. Santos Ave. Bicutan Taguig City

admhrms@itdi.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.