

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 August 9, 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. Finance and Management Division (FMD)</b>							
<b>1. Administrative Assistant II</b> Salary Grade: <b>8</b> Basic Annual Salary: <u>P 227, 976.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	<b>1</b>	ITDIB-ADAS2-5-2004  Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> <li>• Checks and reviews financial activities such as the process of Disbursement Vouchers, Purchase Orders funded by Training Fund are with complete and correct documentary requirements and in compliance with government rules and regulations.</li> <li>• Facilitates and monitors the liquidation of other prepayments.</li> <li>• Identifies, monitors and controls all financial activities for Grant-in-Aid projects including the checking and validating of the appropriateness and completeness of funded transactions, identifying, assigning unified account code and overseeing all project disbursements.</li> <li>• Reconciles subsidiary ledgers for real accounts and general ledgers for nominal accounts.</li> <li>• Encodes paid disbursement transactions, collection and deposit of Training Fund in e-NGAS.</li> <li>• Prepares Financial Reports for Grant-Aid-In projects</li> <li>• Understands the internal control systems and procedures with the internal control checklist, established measures, and existing government rules and regulations.</li> <li>• Attends to conference, workshops, meetings and other developmental activities to keep up with the current trends and strengthen skills, instincts, abilities and the like.</li> <li>• Performs various committee activities to accomplish assigned task within specified timelines thus improving delivery of services</li> <li>• Performs other duties, relevant or not assigned from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• With accounting/bookkeeping background</li> <li>• Can work under pressure with minimum to no supervision</li> <li>• Computer Literate</li> <li>• Output Oriented</li> <li>• Ability to work in harmony with Co-workers</li> <li>• Has work ethics</li> <li>• Good Communication Skills</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 August 22, 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