

**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 | | |
| I. Finance and Management Division (FMD) | | | | | | | |
| 1. Administrative Assistant II Salary Grade: 8 Basic Annual Salary: P 227, 976.00 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-ADAS2-6-2004 | 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"> • Monitors the overall transferred funds to the agency and facilitates the request and revalidation of Notices of Cash Allocation and handles request of Certification to the Bureau of Treasury. • 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. • Encodes collection and deposit for Trust Funds in e-NGAS. • Prepares Agency's Financial Accountability Report No. 6; Quarterly Financial Reports of Grant-in-Aid projects. • Understands the 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 services • Performs other duties, relevant or not assigned from time to time | <ul style="list-style-type: none"> • With accounting/bookkeeping background • Can work under pressure with minimum to no supervision • Computer Literate • Output Oriented • 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 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, 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