

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of October 21, 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 Officer IV Salary Grade: 15 Basic Annual Salary: <u>P 460, 956.00</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	1	ITDIB-ADOF4-4-2004 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"> • 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; • Prepares the monthly remittance of mandatory and authorized contributions of the Agency and certificate of remittances; • Reconciles subsidiary ledgers for real accounts and general ledgers for nominal accounts; • Encodes paid transaction of payroll account that were funded by General Fund and Trust Funds; • Prepares the Monthly Bank Reconciliation for Payroll Account, Quarterly Report on Salaries and Allowances including Extraordinary Miscellaneous Expenses, Financial Reports of Grandt-in-Aids projects and Statement of Account as needed and requested; • Analyzes and evaluates deficiencies on 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. 	<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 November 6, 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