

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 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. Chief Administrative Officer Salary Grade: 24 Basic Annual Salary: <u>P 1, 129, 584.00</u> Monthly Additional Allowances: P2,000.00 PERA P5,000.00 Representation Allowance P5,000.00 Transportation Allowance P1,500.00 Communication Allowance P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-CADOF-5-2004	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> • Supervises the Accounting Section, Budget Section, and Management Section thru monitoring, directing, coordinating and overseeing the activities related thereto to ensure that plans and programs of the division are effectively and efficiently implemented; • Evaluates the semi-annual IPCR of all FMD staff and prepares the divisions semi-annual DPCR based on the evaluated IPCRs; • Recommends the approval of validated financial reports and other relevant documents; • Reviews and recommends the approval of the Institute's policies, guidelines based on existing rules and regulations of COA, DBM, DOST and other regulatory agencies; • Acts on letters, queries, audit findings, audit reports and other relevant financial documents from COA, DBM, BTR, LBP, DOST, other government agencies and other regulatory and advisory bodies; • Gives advice on the overall financial operation of the Institute; • Performs various committee activities to accomplish assigned task within specified timelines thus improving delivery of services; • Attendance to conference, workshops, meetings and other developmental activities to keep up with the current trends and strengthen skills, instincts, abilities and the like; 	<ul style="list-style-type: none"> • Excellent leadership skills • Excellent financial acumen • Able to think strategically • Upholds ethical standards • Excellent communication Skills • Able to collaborate with internal and external stakeholders • Results 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 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.

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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