

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of October 31, 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 Assistant II Salary Grade: 8 Basic Annual Salary: P 246, 408.00 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-ADAS2-9-2004	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"> ● Receives, examines, and verifies completeness of supporting documents, accuracy of computations, proper account classification and cash availability of all approved disbursement vouchers. ● Facilitates payments of financial obligations including payrolls of salaries, wages, honorariums, and other personnel benefits through Check and LDDAP-ADA. ● Prepares Advice to Debit/Credit Account (ADA) for the facilitation of Payroll Crediting. ● Prepares Report of Checks and ADA Issued (RCI) and other accounting and financial reports to ensure timely submission of such reports to FMD and COA. ● Records financial transactions; maintains Warrant Registers/ Journals; and monitors and controls cash allocation and disbursement according to Fund Clusters. ● Informs creditors of the availability of Check/List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA), and releases the same with a copy of Disbursement Voucher and Creditable Tax Withheld At Source (BIR Form 2307) to secure proof of receipt of payment. ● Attends meetings and conduct 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 Accounting, Finance, Office Management, or any related courses. ● Computer literate and proficient in M.S. Office applications. ● With work experience in government cashiering process and auditing standards. ● Excellent communication skills and attention to detail. ● Organized and demonstrated strong written and oral 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 15, 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