

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of November 28, 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 Officer I Salary Grade: 10 Basic Annual Salary: P 292,572.00 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-ADOF1-14-2004	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> ● Facilitates the preparation of procurement contracts within the prescribed period and in compliance with RA 9184 and its IRR; ● Checks the completion of prescribed documentary requirements to be attached to the contracts; ● Coordinates with the external provider and end-user whenever necessary to address issues and concerns related to the delivered goods and services; ● Attends meetings and conducts 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"> ● Computer literate and proficient in M.S. Office applications; ● 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 December 16, 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