

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of January 17, 2025

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			
<b>I. Finance and Management Division (FMD)</b>								
<b>1. Accountant II</b> Salary Grade: <b>16</b> Basic Annual Salary: P 499,392.00 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-A2-6-2009	Bachelor's degree in Commerce/Business Administrative major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080	<ul style="list-style-type: none"> <li>• Signs, approve, validates, ensures and endorses all financial activities.</li> <li>• Identifies, monitors and controls all financial activities for Grant-in-Aide projects.</li> <li>• Reconciles subsidiary ledgers for real accounts and general ledgers for nominal accounts.</li> <li>• Prepares agency's financial accountability report No., 1, 1A and 3; quarterly financial reports for Grant-in-Aide projects.</li> <li>• Analyzes and evaluates deficiencies on internal control systems and procedures with the internal control checklist, established measures, and existing government rules and regulations.</li> <li>• Attend to conference, workshops, meetings and other developmental activities.</li> <li>• Performs various committee activities to accomplish assigned task within specified timelines thus improving delivery services.</li> <li>• Performs other duties, relevant or not assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Output oriented</li> <li>• Hardworking</li> <li>• Ability to work in harmony with co-workers</li> <li>• Has work ethics</li> <li>• Good communication skills</li> <li>• Knowledgeable of accounting functions</li> </ul>

*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](mailto:admhrms@itdi.dost.gov.ph) (subject: Name of Position\_Division) on or before January 28, 2025.*

**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](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