

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of April 15, 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			
I. Finance and Management Division (FMD)								
1. Administrative Assistant V Salary Grade: 11 Basic Annual Salary: P 360, 288.00 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-ADAS5-10-2004	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	<ul style="list-style-type: none"> • Checks and reviews financial activities such as process of Disbursement Vouchers funded by General Fund are with complete and correct documentary requirements and in compliance with government rules and regulations. • 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. • Facilitates reconciliation and recording of donated capital outlays funded by Grant-in-Aid projects. • Reconciles subsidiary ledgers for real accounts and general ledgers for nominal accounts. • Encodes paid disbursement transactions of General Funds in e-NGAS. • Prepares Financial Reports for Grant-Aid-In projects. • Understands the 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 service. 	<ul style="list-style-type: none"> • Computer literate • Output oriented • Hardworking Ability to Work in Harmony with Co-Workers • Has work ethics • Good communication skills • Knowledgeable of Accounting functions

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 April 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, and to be submitted together with the above-mentioned documentary requirement.

Republic of the Philippines
Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
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<http://www.itdi.dost.gov.ph>

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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