

ANNOUNCEMENT OF VACANT POSITION
SELECTION CRITERIA

As of January 20, 2020

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 position listed below at ITDI is 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 V Salary Grade: <u>18</u> Basic Annual Salary: <u>P 505,908.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,500.00 Subsistence Allowance and Laundry 15% of Basic Salary as Hazard Pay	1	ITDIB-ADOF5-3-2004	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> • Supervise the activities and personnel of the Collecting and Disbursing Section • Participate in the formulation of policies, rules and regulations on administrative matters particularly those which pertain to monetary collection and disbursement projects. • Receive cash collection deposit same in bank, and make withdrawals of cash for payment of obligations. • Conduct physical check-up of total cash on hand. • Ensure that necessary receipts, records, books of accounts and other documents are kept in accordance with laws, rules and regulations and established policies. • Do other related works 	<ul style="list-style-type: none"> • Two (2) years of relevant experience in supervisory management • Extensive experience in Cash Management • Knowledgeable in MS Office such as MS Excel, MS Word, etc.

