

**ANNOUNCEMENT OF VACANT POSITION  
 SELECTION CRITERIA**

As of October 26, 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 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>Administrative Division (ADM)</b>								
<b>1. Administrative Aide IV</b> Salary Grade: <u>4</u> Basic Annual Salary: P 165,684.00 Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-ADA4-16-2004	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	<ul style="list-style-type: none"> <li>• Provide clerical and administrative support relative to human resource management</li> <li>• Monitor, update and file employee's records and leave application.</li> <li>• Process documentation and prepare reports relative to personnel activities (staffing, recruitment, training, performance evaluations etc)</li> <li>• Coordinate HR activities (meetings, training, surveys etc) and take minutes of the meeting</li> <li>• Coordinate communication with applicants and schedule of examination.</li> <li>• Conduct initial orientation to newly hired employees</li> <li>• Assist with the day to day operations of the HR functions and duties</li> <li>• Perform other duties that may be assigned from to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree relevant to the job is an advantage</li> <li>• Knowledgeable in timekeeping and human resource management activities</li> <li>• Computer literate (Word, Excel, Powerpoint)</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) on or before November 12, 2020.*

**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.*

  
**ANNABELLE V. BRIONES, PhD.**  
 Director