

**ANNOUNCEMENT OF VACANT POSITION
 SELECTION CRITERIA**

As of September 10, 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		
I. Administrative Division (ADM)							
1. Administrative Aide VI Salary Grade: <u>6</u> Basic Annual Salary: <u>P 186,288.00</u> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-ADA6-14-2004	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility <ul style="list-style-type: none"> • In charge in procurement management: prepares PO/WO, ORS and DV and photocopies needed documents and records in the logbook for release to concerned divisions • Answers all queries of internal and external customers. • Informs supplier/s about the approved PO/WO, and extension/conforme letter • Monitors and controls the supplies provided by Janitorial Services and the delivery of potable water to all divisions • Validates deliveries from Procurement Service • Performs other task when need arises 	<ul style="list-style-type: none"> • Completion of two years studies in college, BS graduate is an advantage • With experience in clerical work such as filing, encoding, and answering telephone calls • Computer literate particularly MS Word and MS Excel • Can type at least 40 words per minute with 90% accuracy

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 on or before September 28, 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, 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, Ph.D.
 Director

DA-M-20200914-14