

Republic of the Philippines  
 Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
 DOST Cpd., General Santos Ave., Bicutan, Taguig City  
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<http://www.itdi.dost.gov.ph>

**ANNOUNCEMENT OF VACANT POSITION**  
**SELECTION CRITERIA**

As of December 11, 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>I. Finance and Management Division (ADM)</b>							
<b>1. Administrative Officer IV</b> Salary Grade: <u>15</u> Basic Annual Salary: <u>P 384,636.00</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-ADOF4-7-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080  <ul style="list-style-type: none"> <li>● Prepares Obligation request and Status (ORS) under GF</li> <li>● Maintains/complies copy of Obligation Request and Status (ORS)</li> <li>● Prepares Financial Report of Operations, Financial Performance Report (Monthly); Quarterly Financial Accountability Reports</li> <li>● Assists in the preparation of Budget Reports, Estimates, and proposals</li> <li>● Perform other duties assigned</li> </ul>	<ul style="list-style-type: none"> <li>● Bachelor's degree relevant to the job</li> <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> </ul>
<b>2. Administrative Officer III</b> Salary Grade: <u>14</u> Basic Annual Salary: <u>P 351,324.00</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-ADOF3-3-2009	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080  <ul style="list-style-type: none"> <li>● Processing Financial Transaction using e-budget system</li> <li>● Prepare/submit reports using the DBM Unified Reporting System and Online Submission of Budget Proposal</li> <li>● Handle issuances of Certificate of Creditable Tax Withheld at source to Communication Provider.</li> <li>● Prepare Financial Report of Regular Project, Disaggregated Funds and Infrastructure Project</li> <li>● Compute Travel Expenses for GF and SDO Replenishment</li> <li>● Perform liason work and other related duties that may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>● Bachelor's degree relevant to the job</li> <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> </ul>

