

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of February 9, 2021

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 Officer III Salary Grade: 14 Basic Annual Salary: <u>P 369,588.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-ADOF3-8-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> • Accepts payments and issues Official Receipts; • Prepares daily Collections, List of Deposited Collections (LDC) and Cash/Check Deposit Slips according to funds for deposit to National Treasury and/or ITDI Current Account thru Landbank of the Philippines (LBP); • Prepares daily report of collections and Deposits (RCD) and Cash Receipts Records (CRRec) according to funds; • Prepares monthly report of Account Current and submits to Bureau of Treasury (BTr) and Accounting Section; • Receives and checks completeness of signature on DV, classifies DV's according to funds and UACS Code and prepare List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) and Summary of LDDAP-ADA's issued and Invalidated ADA Entries (SLIAE) for DV charged to Trust Fund (TF) • Do other related tasks assigned by the immediate superior from time to time 	<ul style="list-style-type: none"> • Preferably with accounting background and/or units • Knowledgeable in cash management Trustworthy • Good inter-personal relationship & work ethics • Keen to details and output oriented • Excellent time management • Working knowledge of MS Office applications

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 on or before February 26, 2021.

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.


DR. ANNABELLE V. BRIONES
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