

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of December 1, 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: <u>14</u> Basic Annual Salary: P369, 588.00 Monthly Additional Allowances: P2,000.00 PERA P3,500.00 Subsistence Allowance and Laundry 15% of Basic Salary as Hazard Pay	1	ITDIB-ADOF3-2-2009	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"> ● Oversee the activities of Bids and Awards Committee (BAC) for Shopping and Small Value Procurement ● Organize and make necessary arrangements for BAC meetings ● Attend BAC meetings as secretary and prepare minutes of the meetings ● Prepare documents relative to the outcome of bidding process i.e. resolution, bid evaluation, summary of bids, notice of award, etc. ● Coordinate with end-users of various units of the procuring entity and monitor results of the bidding ● Check, verify and consolidate Purchase Request (PR) before posting to PhilGEPS ● Perform other duties that may be assigned from time to time 	<ul style="list-style-type: none"> ● 4 hours of relevant training, preferably in R.A. 9184 ● Knowledgeable in MS Office such as MS Excel, MS Word, MS Powerpoint.

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 (subject: Position_Division) on or before December 13, 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.


ANNABELLE V. BRIONES, Ph.D.
 Director