

Republic of the Philippines
 Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
 DOST Cpd., General Santos Ave., Bicutan, Taguig City
 General Santos Avenue, Bicutan, Taguig City
 Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167 local 2219/2222
<http://www.itdi.dost.gov.ph>

ANNOUNCEMENT OF VACANT POSITIONS

As of September 19, 2018

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				ADDITIONAL REQUIREMENT
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
I. Finance and Administrative Division (FAD)							
1. Administrative Officer V Salary Grade: <u>18</u> Basic Annual Salary: <u>P 457,020.00</u> Monthly Additional Allowances P2,000.00 PERA P3,500.00 Subsistence Allowance and Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-ADOF5-4-2004	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	* Preferably with Master's degree or masteral units in Business Administration, Psychology or any relevant field *Passed the Licensure Examination for Psychologist or Psychometricians if applicable * Proven experience as HR officer or administrator * Knowledge of HR functions (pay & benefits, recruitment, training & development etc.) * Understanding of labor laws and disciplinary procedures * Outstanding organizational and time-management abilities * Excellent communication and interpersonal skills * Problem-solving and decision-making aptitude * Strong ethics and reliability * Full understanding of CSC and DBM laws, issuances and circulars * Proficient in MS Office (Word, Excel and Powerpoint)
1. Administrative Assistant II Salary Grade: <u>8</u> Basic Annual Salary: <u>P 195,384.00</u> Monthly Additional Allowances P2,000.00 PERA P3,500.00 Subsistence Allowance and Laundry Allowance 15% of Basic Salary as Hazard Pay	1	ITDIB-ADAS2-10-2004	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- Professional) First Level Eligibility	* Proficient in MS Office (Word, Excel, Powerpoint and Access)

Qualified and interested applicants may apply personally and submit a letter of application, resume or curriculum vitae, official transcript of records, diploma, certificates of eligibility or board exam results, certificate of trainings and recent 2 X 2 pictures, to the Human Resource Management Office, Administrative Division on or before October 9, 2018.

Republic of the Philippines
Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Cpd., General Santos Ave., Bicutan, Taguig City
General Santos Avenue, Bicutan, Taguig City
Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167 local 2219/2222
<http://www.itdi.dost.gov.ph>

ANNOUNCEMENT OF VACANT POSITIONS


As of September 19, 2018

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				ADDITIONAL REQUIREMENT
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	

Note:

Attached also is the Applicants Data Sheet Form to be submitted together with the above mentioned documents.


ANNABELLE V. BRIONES, PhD.
OIC, Office of the Director
& Deputy Director for R&D