

ITMS NUP VACANT POSITIONS

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards			
					Education	Training	Experience	Eligibility
1	Information Technology Officer II	ITO2-187-98	22	P66,867.00	Bachelor's Degree relevant to the job	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility
2	Information Technology Officer II	ITO2-188-98	22	P66,867.00	Bachelor's Degree relevant to the job	24 hours of relevant training	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility
3	Training Specialist III	TRNSP3-185-98	18	P42,159.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility
4	Computer Maintenance Technologist II	CTMT2-263-98	15	P32,053.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility
5	Computer Programmer II	COMPRO2-186-98	15	P32,053.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility
6	Administrative Assistant V (Data Controller III)	ADAS5-8-2005	11	P22,316.00	Completion of two years studies in college (at least 72 academic units) or High school Graduate with relevant vocational/trade course	8 hours of relevant training	2 years relevant experience	Career Service (Sub Professional)/ First Level Eligibility
7	Administrative Assistant III (Computer Operator II)	ADAS3-57-2005	9	P18,784.00	Completion of two years studies in college (at least 72 academic units) or High school Graduate with relevant vocational/trade course	4 hours of relevant experience	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility

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8	Administrative Assistant III (Computer Operator II)	ADAS3-46-2005	9	P18,784.00	Completion of two years studies in college (at least 72 academic units) or High school Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility
9	Administrative Assistant II (Data Controller II)	ADAS2-94-2005	8	P17,505.00	Completion of two years studies in college (at least 72 academic units) or High school Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility
10	Administrative Assistant I (Computer Operator I)	ADAS1-45-2005	7	P16,458.00	Completion of two years studies in college (at least 72 academic units) or High school Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub Professional)/ First Level Eligibility
11	Administrative Assistant I (Computer Operator I)	ADAS1-56-2005	7	P16,458.00	Completion of two years studies in college (at least 72 academic units) or High school Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub Professional)/ First Level Eligibility
12	Administrative Assistant I (Computer Operator I)	ADAS1-58-2005	7	P16,458.00	Completion of two years studies in college (at least 72 academic units) or High school Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub Professional)/ First Level Eligibility
13	Administrative Aide VI (Data Controller I)	ADA6-163-2005	6	P15,524.00	Completion of two years studies in college (at least 72 academic units) or High school Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub Professional)/ First Level Eligibility
14	Administrative Aide VI (Data Controller I)	ADA6-147-2005	6	P15,524.00	Completion of two years studies in college (at least 72 academic units) or High school Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub Professional)/ First Level Eligibility

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15	Administrative Aide VI (Electrician II)	ADA6-143-2005	6	P15,524.00	High School Graduate or completion of relevant vocation/trade course	None Required	None Required	Electrician (Building wiring) (250 volts) (MC 10.2.2008 – Cat II)
16	Administrative Aide VI (Auxiliary Machine Operator II)	ADA6-141-2005	6	P15,524.00	Completion of two years studies in college (at least 72 academic units) or High school Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub Professional)/ Data Encoder (MC11,s. 96- Cat.1) First Level Eligibility

- All interested applicants shall submit to ARMD, ITMS (Attn: **PLTCOL SANTI RAYMUND N AN**) with Contact Number **7230401 local 4504**, the following requirements **NLT: July 7, 2020**
- **INCOMPLETE DOCUMENTS WILL NOT BE PROCESSED** and all photocopies must be duly authenticated/certified by the issuing office. **Scanned pictures are not allowed.**

a. Requirements for Promotion:

- ✓ Personal Data Sheet (CS Form 212 – revised 2017) – duly accomplished and administered;
- ✓ Transcript of Records and Diploma (duly certified by the school registrar) with OR;
- ✓ Certificate of Eligibility (duly certified by the issuing office) with OR; such as:
 - CSP/CSSP – IRMO, CSC Main Office
 - Board Rating – PRC
- ✓ Position Description Form (DBM-CSC Form No. 1, Revised 2017);
- ✓ Work Experience Sheet (Attachment to CS Form 212)
- ✓ Seminars/Training Certificate, if any (for position with training requirement);
- ✓ Recent two rating period of IPCR;
- ✓ Awards (*present plantilla position/item*)

b. Requirements For Original Appointment (New):

- ✓ Personal Data Sheet (CS Form 212 – revised 2017) – duly accomplished and administered;
- ✓ Transcript of Records and Diploma (duly certified by the school registrar) with OR;
- ✓ Certificate of Eligibility (duly certified by the issuing office) with OR; such as:
 - CSP/CSSP – IRMO, CSC Main Office
 - Board Rating – PRC
- ✓ Position Description Form (DBM-CSC Form No. 1, Revised 2017);
- ✓ Work Experience Sheet (Attachment to CS Form 212) with Corresponding Office Orders, if any;
- ✓ Seminars/Training Certificate, if any (for position with training requirement);
- ✓ BIR Tax Identification Number (TIN);
- ✓ Philhealth No.;
- ✓ PAG-IBIG MID;
- ✓ NBI Clearance with OR;
- ✓ Birth Certificate issued by PSA with OR;
- ✓ Certificate of Marriage with OR (for married applicant);
- ✓ Birth Certificate(s) of Children with OR, if any; and
- ✓ Awards, if any;