

ANNOUNCEMENT!

UNFILLED ITMS NUP VACANT POSITIONS

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards			
					Education	Training	Experience	Eligibility
1	Administrative Aide VI (Data Controller I) (DMD)	ADA6-139-2005	6	P16,200.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Sub Professional)/ First Level Eligibility
2	Administrative Aide VI (Data Controller I) (DMD)	ADA6-152-2005	6	P16,200.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Sub Professional)/ First Level Eligibility
3	Administrative Aide VI (Data Controller I) (DMD)	ADA6-154-2005	6	P16,200.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Sub Professional)/ First Level Eligibility
4	Administrative Aide VI (Data Controller I) (ISSD)	ADA6-168-2005	6	P16,200.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Sub Professional)/ First Level Eligibility
5	Administrative Aide VI (Data Controller I) (DMD)	ADA6-180-2005	6	P16,200.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Sub Professional)/ First Level Eligibility
6	Administrative Aide VI (Data Controller I) (DMD)	ADA6-183-2005	6	P16,200.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Sub Professional)/ First Level Eligibility

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7	Administrative Aide VI (Electrician II) (ARMD)	ADA6-143-2005	6	P16,200.00	High school graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC No. 10,s.2013 Cat. 1)
8	Administrative Aide IV (Auxilliary Machine Operator) (ARMD)	ADA6-124-2005	4	P14,400.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Sub Professional)/ First Level Eligibility

- All interested applicants shall submit to ARMD, ITMS (Attn: **PLTCOL MARIBEL M DAMASO**) with Contact Number **7230401 local 6541**, the following requirements **NLT: September 3, 2021**
- **INCOMPLETE DOCUMENTS WILL NOT BE PROCESSED** and all photocopies must be duly authenticated/certified by the issuing office. **Scanned pictures are not allowed.**

REQUIREMENTS FOR ORIGINAL APPOINTMENT (NEW)	REQUIREMENTS FOR PROMOTION
<ul style="list-style-type: none"> ✓ Personal Data Sheet (CS Form 212 – revised 2017) – duly accomplished and administered; Work Experience Sheet (Attachment to CS Form 212) ✓ Transcript of Records and Diploma (duly certified by the school registrar) ✓ Certificate of Eligibility (duly certified by the issuing office) such as: <ul style="list-style-type: none"> • CSP/CSSP–IRMO, CSC Main Office • Board Rating – PRC ✓ Seminars/Training Certificate, if any (for position with training requirement); ✓ BIR Tax Identification Number (TIN); ✓ Philhealth No.; ✓ PAG-IBIG MID; ✓ GSIS ID No.; ✓ 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; 	<ul style="list-style-type: none"> ✓ Personal Data Sheet (CS Form 212 – revised 2017) – duly accomplished and administered; Work Experience Sheet (Attachment to CS Form 212) ✓ Transcript of Records and Diploma (duly certified by the school registrar); ✓ Certificate of Eligibility (duly certified by the issuing office) with OR; such as: <ul style="list-style-type: none"> • CSP/CSSP – IRMO, CSC Main Office • Board Rating – PRC ✓ Seminars/Training Certificate, if any (for position with training requirement); ✓ Recent two rating period of IPCR; and ✓ Awards (<i>present plantilla position/item</i>), if any