

**ANNOUNCEMENT OF VACANT POSITIONS
 SELECTION CRITERIA**

As of June 20, 2022

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. Food Processing Division (FPD)							
1. Supervising Science Research Specialist Salary Grade: 22 Basic Annual Salary: <u>P 839,556.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SVSRS-35-1998	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> ● Conceptualizes research and development plan, programs and projects relevant to the objectives of the institute and of the national development programs and projects; ● Participates in formulation of strategies and operational processes for the implementation of specific programs/projects of the institute; ● Supervises and participates in the development, implementation, evaluation and monitoring of programs/projects; ● Performs coordination and strengthens linkage with other units of the institute and DOST agencies relevant to assigned programs/projects. 	<ul style="list-style-type: none"> ● Preferably with Master's degree in Food Science, Chemical Engineering and Chemistry; ● Must have a government license to practice Chemical Engineering or Chemistry; ● With background on pilot scale runs, product development and knowledge transfer, including developing product standards either through the Institute's PAP's or as member of TWG of authorized government agencies, i.e., BAFS, FDA, etc.
2. Senior Science Research Specialist Salary Grade: 19 Basic Annual Salary: <u>P 598,020.00</u> Monthly Additional Allowances P2,000.00 PERA P3,000.00 Subsistence Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SRSRS-6-1998	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	<ul style="list-style-type: none"> ● Perform technical activities pertaining to the implementation, evaluation, and monitoring of divisional programs/projects: <ol style="list-style-type: none"> a. Prepares proposals and implement activities of projects related to food science, chemistry and food engineering b. Prepares papers, including but not limited to publication, presentation materials, application for patent c. Provides technical training and expert advice to the food industry and other organization ● Participates in scientific training, conferences, seminars and discussions for the advancement of science, technology and innovations; ● Assists the Supervising Science Research Specialist in the management of the Engineering Section, assist the junior staff in achieving their semi-annual targets and outputs; ● Provide support to the divisional operations. 	<ul style="list-style-type: none"> ● Preferably with Master's degree in Food Science, Chemical Engineering or Chemistry; ● Must have a government license to practice Chemical Engineering or Chemistry; ● With background on pilot scale runs, product development and knowledge transfer.

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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: Name of Position_Division) on or before July 8, 2022.

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

Director 

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
I. Planning and Management Information System Division							
Science Research Specialist I Salary Grade: 13 Basic Annual Salary: P 357,576.00 Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-SRASI-57-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility <ul style="list-style-type: none"> ● Design and develop Information System needed by ITDI; ● Provide Technical Support on computer systems, software, hardware and network; ● Prepare MIS Documentation required by different auditing bodies; ● Crafting of Strategic Plan of ITDI; ● Other duties and responsibilities as need arises. 	<ul style="list-style-type: none"> ● Bachelor's degree in Computer Science, Information Technology, Computer Engineering and other relevant courses; ● With background in: <ul style="list-style-type: none"> a. Computer Programming b. Computer Network and Hardware c. Graphics and Video Editing d. Website development and design e. Database ● Above average English Proficiency; ● Computer Programming skills: <ul style="list-style-type: none"> a. Background in Yii2 framework b. Java and PHP Programming Language.

*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 **July 8, 2022**.*

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