

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of September 27, 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			
<b>I. Packaging Technology Division (PTD)</b>								
<b>1. Chief Science Research Specialist</b> Salary Grade: <b>24</b> Basic Annual Salary: <u>P 1,060,920.00</u> Monthly Additional Allowances: P2,000.00 PERA P5,000.00 Representation Allowance P5,000.00 Transportation Allowance P1,500.00 Communication Allowance P3,000.00 Subsistence Allowance P500.00 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	1	ITDIB-CSRS-7-1998	Master's degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention	Career Service (Professional) Second Level Eligibility * RA 1080	<ul style="list-style-type: none"> <li>● Manage the operation of the Packaging Technology Division to include the implementation of Quality Management System (QMS);</li> <li>● Prepare and implement the Master Plan and Road Map (on a 5 year basis and assessment on a year basis.);</li> <li>● Establish internal &amp; external linkages/networking with Institutions/ organizations involved in packaging related activities;</li> <li>● Prepare project proposals and sourcing of funds (local &amp; external);</li> <li>● Conduct in-house manpower development;</li> <li>● Prepare experimental design of research projects.</li> <li>● Supervise the research staff in actual experiments, processing and analysis.</li> <li>● Provide information and technical assistance to private individuals/entrepreneurs relative to project undertaken.</li> <li>● Provide technical reports of projects.</li> <li>● Attend international packaging exhibitions/trade fair and conference.</li> <li>● Participate in CODEX Committee on Food Labeling and prepare and present position of Philippines on issues concerning standards and regulations that would affect Philippine trade and export.</li> <li>● Participate in the drafting of training modules on packaging and labelling.</li> <li>● Participate in the conduct of packaging training, workshop, seminar for customers (private sector, academe, other government units).</li> </ul>	<ul style="list-style-type: none"> <li>● With at least 7 years work experience in conducting packaing R&amp;D;</li> <li>● Preferably with 8 years management and supervisory experience;</li> <li>● Has attended training in packaging related fields;</li> <li>● Known resource speaker/expert in packaging related topics.</li> </ul>

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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](mailto:admhrms@itdi.dost.gov.ph) (subject: Name of Position\_Division) on or before November 3, 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](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 