

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of December 19, 2023

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. Food Processing Division (FPD)</b>							
<b>1. Supervising Science Research Specialist</b> Salary Grade: <b>22</b> Basic Annual Salary: <u>P 858, 132.00</u> Monthly Additional Allowances: P2,000.00 PERA P3,000.00 Subsistence Allowance P500 Laundry Allowance At least 15% of Basic Salary as Hazard Pay	<b>1</b>	<b>ITDIB-SVSRS-37-1998</b>	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility * RA 1080 <ul style="list-style-type: none"> <li>● Conceptualizes research and development plan, programs and projects relevant to the objectives of the institute and of the national development programs and projects;</li> <li>● Participates in formulation of strategies and operational processes for the implementation of specific programs/projects of the institute;</li> <li>● Supervises and participates in the development, implementation, evaluation and monitoring of programs/projects;</li> <li>● Performs coordination and strengthens linkage with other units of the institute and DOST agencies relevant to assigned programs/projects.</li> </ul>	<ul style="list-style-type: none"> <li>● Preferably with Master's degree in Food Science, Chemical Engineering and Chemistry;</li> <li>● Must have a government license to practice Chemical Engineering or Chemistry;</li> <li>● With background on pilot scale runs, product development and knowledge transfer, including design and assessment of food processing equipment.</li> </ul>

*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 January 4, 2024.*

**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 