

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of July 30, 2024

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. Science Research Specialist II</b> Salary Grade: <b>16</b> Basic Annual Salary: <u>P 476, 064.00</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	1	ITDIB-SRAS2-27-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility  <ul style="list-style-type: none"> <li>• Under supervision, assists in the implementation of research and development (R&amp;D) projects of the section and the division, as assigned by the Section Supervisor/OIC</li> <li>• Performs literature survey or key points of literature search</li> <li>• Assist in the preparation of project proposals, progress reports, presentation and project documents, i.e. terminal reports, quarterly report</li> <li>• Assist in the setting up of processing equipment in the FIC and FPD Pilot Plant</li> <li>• Conduct technology transfer activities such as operation of processing equipment</li> <li>• Conduct technical services and assist in the preparation of technical reports</li> <li>• Performs special assignments and other related duties and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Licensed Chemical Engineer/Food Technologist</li> <li>• With MS units or degree will be an advantage</li> <li>• A strong background in research and development involving process development and equipment design in relation to food processing will also be an advantage</li> <li>• Preferably with experience in food processing operations including operation, evaluation and testing of food processing equipment, thermal process establishment and validation</li> <li>• Preferably with Better Process Control School Certification</li> <li>• With knowledge and skills in using CAD software preferably SOLIDWORKS</li> <li>• Possess good technical writing, communication, problem-solving and interpersonal skills;</li> <li>• Flexible and have the ability to work in a team environment</li> <li>• Proficient in MS Word, Excel, Powerpoint, Google sheets.</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 August 15, 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 