

**ANNOUNCEMENT OF VACANT POSITIONS  
 SELECTION CRITERIA**

As of November 4, 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. Chief Science Research Specialist</b> Salary Grade: 24 Basic Annual Salary: P 1,080,936.00 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-CSRS-4-1998	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 undertaken	Career Service (Professional) Second Level Eligibility  ● Manages the Food Processing Division by supervising and directing the operations to ensure that their required core, strategic, and support functions are carried out. ● Evaluates the performance of the division and its personnel in the Food Processing Division by providing feedback to the task assigned to guarantee that the division is productive and works harmoniously. ● Conceptualizes research and development plans, programs, and projects of the division by referring to the divisional R&D roadmap to ensure alignment with the DOST Harmonized National R&D Agenda. ● Assists the Director and Deputy Director for R&D on maintaining and establishing relationships with stakeholders (national and international organizations, regional officers, industry and academe) by creating and opening the lines of communications to address their needs and expectations. ● Conducts risk monitoring by evaluating and reevaluating the risks and their scores at every project milestone/s to identify any new risks to be assessed and if any previous risks have expired. ● Acts as Project Leader or Coordinator of scientific and technological research and development programs by providing guidance and instructions to the team members or personnel to assure its timely completion and allocation resources. ● Defines the roles and responsibilities of each team member by helping them understand their individual contributions to the team and the projects to generate the expected outputs.	● Master's Degree in Chemical Engineering or Food Science. Having Ph.D. Degree or units is an advantage. ● Preferably registered Chemical Engineer or Food Technologist. ● With extensive experience in food science, including thermal processing and equipment design. ● With strong technical and management skills.

*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 December 5, 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