

**ANNOUNCEMENT OF VACANT POSITIONS
SELECTION CRITERIA**

As of April 15, 2025

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. Science Research Specialist I Salary Grade: 13 Basic Annual Salary: P 413, 052.00 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-SRAS1-11-1998	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none">• Participate in the implementation of R&D Projects;• Performs R&D related activities;• Provide assistance to the operation of the Division• Provide technical services to the Client• Validate requests of technical services• Helps in the preparation of materials and administering platforms for communications, technical management, presentations and meetings• Perform other duties as may be assigned by the Division Chief/Section Head	<ul style="list-style-type: none">• Preferably a graduate of Industrial Engineering• Have an experience in implementing and maintaining quality management system in accordance with ISO 9001:2015 guidelines• Possess good technical writing, communication, problem-solving and interpersonal skills;• Flexible and have the ability to work in a team environment• Proficient in MS Word, Excel, PowerPoint, Google sheets

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 April 28, 2025.

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