

Republic of the Philippines  
Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
DOST Cpd., General Santos Ave., Bicutan, Taguig City  
Tel. Nos. : 8683-7750 to 69 (DOST - ITDI Trunklines)  
<http://www.itdi.dost.gov.ph>

**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)							
<b>1. Science Research Assistant</b>  Salary Grade: <u>9</u> Basic Annual Salary: <u>P 278, 712.00</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-SRAS-33-1998	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility  • 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 • Perform other duties as may be assigned by the Division Chief/Section Head	• Preferably a Registered Food Technologist Proficient in MS Word, Excel, PowerPoint, Google sheets • Has the ability to validate technical service requests and ensure accuracy and relevance of information • Proficient in preparing technical materials, reports, and documentation for communication • Capable in participating in R&D projects related to food processing • Strong interpersonal and communication skills, with the ability to work effectively with technical staff and project leaders

*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 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](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