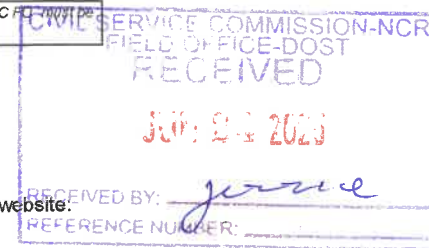


Republic of the Philippines
FOOD AND NUTRITION RESEARCH INSTITUTE
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC HRMO in MS Excel format

JUN-24'25 01:22PM



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the FOOD AND NUTRITION RESEARCH INSTITUTE in the CSC website:

REMEA V. ESTRELLA
HRMO

Date: June 24, 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Director IV	FNRI-DIR4-1-1998	28	160,469	Bachelor's Degree	None Required	3 years of supervisory experience	Career Service Executive Eligibility (CSEE) / Career Executive Service (CES). In the absence of CES or CSEE eligibility, the candidate must apply for eligibility within one year from assumption to duty.		Bicutan, Taguig City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 9, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DR. LEAH J. BUENDIA
Undersecretary for Research and Development and
Chairperson, Search Committee for FNRI Director IV
Bicutan, Taguig City
dostfnri.hrms@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Note: The DOST-FNRI highly encourages application from qualified Person with Disabilities (PWD) Candidates, members of Indigenous Communities (IP's), and those from any Sexual Orientation, Gender Identity and Expressions (SOGIE), Civil Status, Religion, Ethnicity, or Political affiliation, and Social Origin.



ANNOUNCEMENT OF VACANCY

The Food and Nutrition Research Institute (FNRI) is the Department of Science and Technology's principal research arm on food and nutrition. It is mandated to undertake researches that define the citizenry's nutritional status, with reference to the malnutrition problem, its causes and effects, develop and recommend policy options, strategies, programs and projects for implementation by appropriate agencies, diffuse knowledge and technologies in food and nutrition and provide S&T services to relevant stakeholders (as per E.O. 366, November 13, 2009). Its mission is to provide accurate data, correct information, and innovative technologies to fight malnutrition.

POSITION TITLE: DIRECTOR IV (SG-28-1)
Plantilla Item No. FNRIB-DIR4-1-1998

Brief functions of the position:

- Determines, and sets forward the Institute's strategic R & D and S & T plans, objectives, and policies related to food and nutrition researches, as well as science and technology innovations;
- Develops and implements research proposals, guides, and directs the implementation of R&D and S&T activities, and performs oversight functions in monitoring and evaluating proposals;
- Renders advisory function as an expert on matters related to food and nutrition to various international and local partners and collaborators;
- Assumes full command and responsibilities over the properties, assets, financial, and human resources of the Institute;
- Ensures that research results are translated to policies, guidelines, or laws; and are disseminated to relevant stakeholders;
- Leads the Institute in creating fresh networks, establish partnerships and collaborations with the private sector or other government agencies in food and nutrition research and development needs;
- Represents the Institute and the Philippine government in various meetings, conferences, and seminars in local and international settings; and
- Performs ad hoc tasks assigned by the Office of the Undersecretary for R&D and the DOST Secretary.

CSC Minimum Qualifications:

Education	:	Bachelor's degree
Training	:	None required
Experience	:	3 years of supervisory experience
Eligibility	:	Career Service Executive Eligibility (CSEE)/Career Executive Service (CES). In the absence of CES or CSEE eligibility, the candidate must apply for eligibility within one year from assumption to duty

Preferred Qualifications:

- Education : Graduate degree in any basic or applied science or engineering, preferably with a Doctorate degree.
- Training : Preferably with Technical, managerial and leadership trainings
- Experience :
1. At least eight (8) years of relevant experience in food and nutrition research, 4 years of which must have shown very satisfactory research leadership performance and S&T capability.
2. Must have implemented at least 2 internationally-funded and 2 locally-funded researches.
3. Should have written a publication as the main author and published in a peer-reviewed journal
4. With supervisory experience in an organization/ institution engaged in research and development in food, nutrition or allied fields; with at least 50 personnel under direct supervision.
- Eligibility : Career Service Executive Eligibility (CSEE)/Career Executive Service (CES). In the absence of CES or CSEE eligibility, the candidate must apply for eligibility within one year from assumption to duty.

Compensation Package:

Monthly salary at SG 28; Step 1; Representation and Transportation Allowance, PERA, and other allowable benefits such as those provided under the Magna Carta for Scientists, Engineers, Researchers and other S&T Personnel in Government (RA 8439).

Documentary Requirements:

1. Application Letter
2. Updated Curriculum Vitae following the attached format
3. Fully accomplished under oath Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212 Revised 2017) with the required Work Experience Sheet
4. For GOVERNMENT EMPLOYEES: Updated Service Record
5. Authenticated/certified true copy of certificate of eligibility/ratings/license
6. Certified True Copy of Transcript of Records and Diploma
7. Certificate of Employment
8. Copy of latest performance evaluation
9. Photocopy of Training Certificates
10. Certification from HR or notarized affidavit indicating that the applicant has not been convicted of any administrative offense and/or crime. If the applicant has a pending civil, administrative and/or criminal case or was a party to any of these cases in the past, such fact must be disclosed.

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

These are the requirements for shortlisted applicants:

1. Medical Certificate
2. Psychological Examination
3. Statement of Mission and Vision, and Plans for FNRI
4. NBI Clearance
5. For Government Employees: Clearances from CSC, Sandiganbayan, and the Office of the Ombudsman.


Shortlisted applicants must be willing to be subjected to a background investigation (BI) if need arises.

Note: *DOST-FNRI adheres to the principles of merit, fitness and equality. The selection of employees shall be based on their qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of age, school, gender, civil status disability, religion, ethnicity, social status, income class, paternity and filiations, political affiliation or other similar factors/ personal circumstances which run counter to the principles of merit, fitness for the job and equal employment opportunity.*

Please forward all applications to:

**FOOD AND NUTRITION RESEARCH
INSTITUTE (FNRI)**
DOST Compd., General Santos Avenue,
Bicutan, Taguig City

Requesting Official:


DR. LEAH J. BUENDIA
Undersecretary for R&D
Department of Science and Technology
Chairperson, Search Committee for
FNRI Director

Trunk line Number: 8837-8113 to 14
Email: dostfnri.hrms@gmail.com

Date of Posting: JUNE 24, 2025

Deadline of Submission of Application: JULY 9, 2025

Please follow the prescribed CV / Resume format to be submitted for application for Director
IV

NAME OF APPLICANT
RESIDENTIAL ADDRESS
E-MAIL ADDRESS
TEL. NO./ MOBILE NO.

- I. Accomplishments: Awards
 - a) Awards (work-related)
 - b) Outstanding Accomplishment, Innovativeness and others
- II. Relevant Education
 - a) Doctorate
 - b) Masters
 - c) Baccalaureate
- III. Relevant Management/ Supervisory Experience on Nutrition Research
 - a) Years of relevant Experience
- IV. Relevant Training (supported by certificates)
 - a) Technical
 - b) Management
- V. Personal Information
 - a) Nickname
 - b) Date of Birth
 - c) Place of Birth
 - d) Nationality
 - e) Religion
 - f) Civil Status
 - g) Gender

REFERENCES (Please Print)

Applicant's Name: _____

Position Applying for: _____

Date: _____

	Reference 1	Reference 2	Reference 3
Full Name (First Name, Middle Initial, Last Name)			
Position Title			
Office Address			
Office Telephone No.			
Mobile Cellphone, if any			
Fax No.			
E-mail Address			
Indicate if supervisor, subordinate, peer, professor, etc.			

SERVICE RECORD
(To be accomplished by Employer)

NAME: _____ (If married woman, give also full maiden name)
 (Surname) (Given) (Middle Initial)

BIRTH: _____ (Date) (Place) (Date herein should be checked from birth or baptismal certificate or some other reliable documents)

This is to certify that the employee named hereinabove actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned:

SERVICE (Inclusive Dates)		RECORD OF APPOINTMENT			OFFICE/ENTITY DIVISION		LEAVE OF ABSENCE WITHOUT PAY	SEPARATION
From	To	Designation	Status	Salary	Station/ Place	Branch		DATE : CAUSE :
xxx nothing follows xxx								

Issued in compliance with Executive Order No. 54 dated August 10, 1954
and in accordance with Circular No. 58, dated August 10, 1954 of the System.

CERTIFIED CORRECT
For the (Agency Name) Director

Date

Chief or Head of Office

Designation