



ANNOUNCEMENT OF VACANT POSITION

The **DOST- Food and Nutrition Research Institute (DOST-FNRI)** is in need of highly-competent staff, with high potential to occupy the following vacant position:

I. NUTRITIONAL ASSESSMENT AND MONITORING DIVISION

1. **One (1) Science Research Specialist I**
Salary Grade: 13
Basic Salary: Php 34, 421.00/ month
Item No.: FNRIB-SRAS1-14-1998

Minimum Qualification Requirements:		
Education	:	Bachelor's degree relevant to the job
Experience	:	None required
Training	:	None required
Eligibility	:	Career Service (Professional) / Second-Level Eligibility

Preferred Qualifications/ Attributes:

- Bachelor's degree in Nutrition, Community Nutrition, Nutrition and Dietetics;
- Preferably with Master's degree in Nutrition, Applied Nutrition, Clinical Nutrition, Public;
- Health, and/or allied health profession or with at least 6 units in the aforementioned courses;
- RA 1080 / Career Service Professional / Second Level Eligibility;
- With productive research experience in technical writing and PowerPoint presentation, particularly on NNS results;
- At least 1 publication/manuscript as a Co-Author is an advantage;
- Has initiative, being resourceful, innovative, with keen eye for details, and can work with minimal supervision;
- Above-average written and oral communication skills.

Brief functions of the position:

- Participates in the preparation of the NNS proposal and/or assists in the preparation of research proposals of in-depth studies;
- Assists in the implementation of the nutrition survey, approved research and/or studies, and all activities related to the project/s of the Division;
- Assists in the supervision of the work of a small group of researchers in the conduct of NNS, in-depth studies, and other project activities;
- Prepares technical papers, progress reports, and other materials for publication;
- Assists in testing and proposing new procedures and techniques in nutritional assessment;
- Renders technical assistance/services on nutritional assessment and serve as Resource;
- Person for the NNS training (trainer and/or facilitator); and
- Performs other duties and related tasks assigned by the supervisor.

DOST-FNRI highly encourages all interested and qualified applicants, including Persons with Disability (PWDs) and members of the indigenous communities, irrespective of sexual orientation and gender identity, to apply for the abovementioned vacant position.

Qualified and interested applicants must submit the following documents not later than April 4, 2025:

1. Letter of application addressed to:
ATTY. LUCIEDEN G. RAZ
Deputy Director/ Director III
Officer-in-Charge, Office of the Director
Department of Science and Technology - Food and Nutrition Research Institute.
Bicutan, Taguig City, Metro Manila

(Indicate the position applied for and the item no.)

NOTE: (DOST-FNRI Applicants who are applying for the vacant positions outside their Division, shall secure the signature of his/her Division Chief, for proper notification on their letter of application.)

2. Personal Data Sheet (PDS) (**Please read carefully and follow the instructions**)
You may download PDS at this link <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
3. Accomplished Work Experience Sheet
4. Performance Rating for the last rating period
5. Photocopy of certificate of eligibility/ Board Rating and License ID
6. Photocopy of Transcript of Records and Diploma
7. Photocopy of trainings/seminars attended/ Awards/ Recognition/ Speakership/ Technical Publications and other certifications (kindly arrange in chronological order)
8. Photocopy of Service Record/ Certificate of Work Experience (Indicate actual duties and responsibilities)
9. I.D. Picture (2 pcs) - passport size with name tag

QUALIFIED APPLICANTS are advised to send through email their application requirements addressed to:

ATTY. LUCIEDEN G. RAZ
Deputy Director/ Director III
Officer-in-Charge, Office of the Director
Thru
Ms. REMEA V. ESTRELLA
Human Resource Management Section
Department of Science and Technology - Food and Nutrition Research Institute
Email: dostfnri.hrms2@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


ATTY. LUCIEDEN G. RAZ
Deputy Director/ Director III
Officer-in-Charge, Office of the Director

Date Posted: March 20, 2025



ANNOUNCEMENT OF VACANT POSITION

The **DOST- Food and Nutrition Research Institute (DOST-FNRI)** is in need of highly-competent staff, with high potential to occupy the following vacant position:

I. NUTRITION AND FOOD RESEARCH AND DEVELOPMENT DIVISION

1. **One (1) Science Aide**
Salary Grade: 4
Basic Salary: Php 16, 833.00/ month
Item No.: FNRIB-SCA-3-1998

Minimum Qualification Requirements:		
Education	:	Elementary School Graduate
Experience	:	None required
Training	:	None required
Eligibility	:	None required (MC 11, s. 1996 – Cat. III and CSC MC No. 10, s. 2013)

Preferred Qualifications/ Attributes:

- Preferably with at least two (2) years of college studies in college;
- Preferably 1 year of experience in clerical and technical support;
- Proficient in the use of Microsoft Word, excel, and power point;
- Knowledge on Good Laboratory Practices or Good Manufacturing Practices.

Brief functions of the position:

- Provides clerical assistance and technical support;
- Encodes correspondence, reports and other documents;
- Maintains systematic filing of records. Assists in keeping complete records of researches and/or studies as well as related activities of the Nutritional Food R&D Section;
- Provides assistance in various meetings coordinated and participated in the Nutritional Food R&D Section (NFRDS);
- Provides assistance to Food R&D activities;
- Provides assistance to technology transfer related activities of the Section;
- Assists in the maintenance of office equipment;
- Purchases supplies;
- Participates in committee assignments;
- Prepares targets, performance evaluation, and monthly performance output report; and
- Performs related work and other duties assigned by the supervisor.

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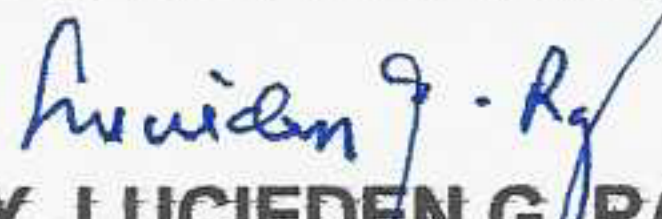
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