

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Regional Office No. VIII

Request for Publication of Vacant Positions (Anticipated Vacancy)

TO: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Dept. of Science and Technology Regional Office No. VIII in the CSC website:

RUFINO E. MENGOTE
ARD-FAS/HRMO

Date: **April 30, 2021**

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	Administrative Officer V (AO V) - Cashier	OSEC-DOSTB-ADOF5-211-2004	18	Php43,681.00 (Pursuant to DBM NBC No. 584 dated Jan. 6, 2021)	At least BS Degree Holder in Accountancy, Commerce, Business Admin./Mgt., and other courses relevant to the job.	At least eight (8) hours of training relevant to the job taken within the last five (5) years.	At least two (2) years of experience relevant to the job (i.e., cashier, payroll management, financial analyst, among others)	Career Service Professional/Second Level Eligibility	Core: 1. Critical Thinking 2. Decision Making 3. Quality Service 4. Communication 5. Customer Focus Leadership: 6. Performance Management 7. Public Financial Management 8. Risk Management 9. External and Internal Linkage Development Functional: 10. Attention to Details 11. Monitoring and Evaluation 12. ICT Application	Cash Management Section, Finance and Administrative Services Division, DOST Regional Office No. VIII, Government Center, Candahug, Palo, Leyte

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 **May 14, 2021**.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance Rating in the last two (2) rating periods;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records and Diploma;
5. Photocopy of Certificates of Trainings Attended (taken within 5 years from the date of submission of application); and
6. Photocopy of Service Record and/or Certificate of Employment.

DOST Region VIII adheres to the existing general policy of no discrimination and equal opportunity. All qualified applicants are welcome to apply regardless of age, sex, civil status, sexual orientation, gender identity and expression (SOGIE), disabilities, religion and/or indigenous group membership.

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

ERNESTO M. GRANADA
Regional Director
DOST Regional Office No. VIII, Government Center
Candahug, Palo, Leyte
Email Address: records@region8.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.