

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF SCIENCE AND TECHNOLOGY in the CSC website:


RUFINO E. MENGOTE
HRMO

Date: 21 Apr 22

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	Science Research Specialist II (SRS II)	OSEC-DOSTB-SRAS2-98-1998	16	38,150.00	Bachelor of Science degree relevant to the job, preferably Basic and Applied Sciences or Engineering Degree.	At least four (4) hours of trainings relevant to the job taken within the last five (5) years	At least one (1) year of relevant experience, preferably related to Technology Transfer & Commercialization or Extension Works; and Other Science, Technology and Innovation Works.	Career Service Professional/ Second Level Eligibility	Core: 1. Critical Thinking 2. Decision Making 3. Quality Service 4. Communication 5. Customer Focus Functional: 6. Attention to Details 7. Monitoring and Evaluation 8. Risk Management 9. Coordination and Negotiation 10. Project Management 11. Service Delivery 12. Result Focus	Provincial Science and Technology Center - Samar (PSTC Samar), SSU Compd., Catbalogan City, Samar
2	Administrative Assistant III	OSEC-DOSTB-ADAS3-214-2004	9	20,402.00	Completion of at least Two- Year studies in college or High School Graduate with Relevant Vocational/Trade Course.	at least 4 hours of relevant training.	At least 1 year of relevant experience.	Relevant MC 11, s. 1996 Career Service (Sub-Professional)/First Level Eligibility.	Core: 1. Critical Thinking 2. Decision Making 3. Quality Service 4. Communication 5. Customer Focus Functional: 6. Attention to Details 7. Monitoring and Evaluation 8. Result Focus 9. Coordination/Negotiation 10. Service Delivery 11. ICT Application	Office of the Regional Director, DOST Region 8, 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 6, 2022**.

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 two (2) rating periods** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
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) (if applicable); and
6. Photocopy of Service Record and/or Certificate of Employment (if applicable).

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, Gov't Center, Candahug, Palo, Leyte

records@region8.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.