



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**



JUL 15 2021

**MEMORANDUM**

FOR : MR. JOSE B. PATALINJUG III, DOST-NCR  
 MS. EMELITA P. BAGSIT, OIC, DOST-CALABARZON  
 DR. MA. JOSEFINA P. ABILAY, DOST-MIMAROPA  
 DR. REYNALDO V. EBORA, PCAARRD  
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 MS. LUNINGNING. E. SAMARITA-DOMINGO, NAST  
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 DR. FRANZ A. DE LEON, ASTI  
 DR. IMELDA A. AGDEPPA, FNRI  
 DR. ROMULO T. AGGANGAN, FPRDI  
 DR. ANNABELLE V. BRIONES, ITDI  
 ENGR. ROBERT O. DIZON, MIRDC  
 DR. CARLO A. ARCILLA, PNRI  
 MS. CELIA B. ELUMBA, PTRI  
 DR. VICENTE B. MALANO, PAGASA  
 DR. RENATO U. SOLIDUM, JR., OIC, PHIVOLCS  
 MS. LILIA T. HABACON, PSHS System  
 DR. JOSETTE T. BIYO, SEI  
 MR. RICHARD P. BURGOS, STII  
 ATTY. MARION IVY D. DECENA, OIC, TAPI

FROM : *Amalual*  
 ATTY. ANGELY P. MEDALLE-ALVIAR  
 Attorney V, Legal Division, and  
 Officer-in-Charge, Office of the Director  
 Administrative and Legal Service

DATE : 12 July 2021

SUBJECT : **POSTING OF ANNOUNCEMENT OF VACANCY**

Pursuant to Sec. 25, Rule VII of the Civil Service Commission Memorandum Circular No. 14, Series of 2018, titled "2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018", may we request your favorable consideration for the posting of the following vacant position of the **Department of Science and Technology Central Office** in your respective bulletin boards and agency websites:

Position Title / Salary Grade	Place of Assignment
1. <b>Project Development Officer III / SG-18</b> OSEC-DOSTB-PDO3-1-1998	S&T Foundation Unit, Office of the Undersecretary for Regional Operations

Thank you.



Republic of the Philippines

## DEPARTMENT OF SCIENCE AND TECHNOLOGY



### NOTICE OF VACANCY

The Department of Science and Technology – Central Office (DOST-CO) is in need of applicants to fill up the vacant position stated in the attached Annex.

Interested and qualified applicants may submit their requirements personally, through mail, or online on or before 24 JUL 2021. For online applications, it is expected that original copies will be presented to the Personnel Division for verification within 10 calendar days. Only those applications with complete requirements as enumerated below shall be entertained.

1. Letter of Application
2. Personal Data Sheet (CSC Form 212, Revised 2017) with latest passport-sized ID picture, name tag, and Work Experience Sheet
3. Photocopy of Diploma
4. Photocopy of Transcript of Records
5. Authenticated Certificate of Eligibility/Board Exam
6. Certificate/s of Trainings/Seminars/ and Awards
7. Performance Evaluation Rating in the last rating period or its equivalent
8. Certificate/s of Previous Employment with No Pending Administrative Charge
9. Copy of valid NBI Clearance

Please send your letter of application with complete documentation to:

**Personnel Division, Administrative and Legal Service**  
Department of Science and Technology  
Gen. Santos Avenue, Bicutan, Taguig City  
E-mail address: recruitment@dost.gov.ph

*Amaluz*  
**ATTY. ANGELY P. MEDALLE-ALVIAR**  
Attorney V, Legal Division, and  
Officer-in-Charge, Office of the Director  
Administrative and Legal Service

As an advocate of the Equal Employment Opportunity Principle (EEOP), the DOST-Central Office encourages and welcomes all applicants regardless of age, religion, political affiliation including persons with disability, members of indigenous communities, and those from any sexual orientation and gender identities. For specific guidelines, please see attached Annex.

Date Posted: 14 JUL 2021



**DOST-CO VACANT POSITION**

As an advocate of the Equal Employment Opportunity Principle (EEOPI), the DOST-Central Office encourages and welcomes all applicants regardless of age, religion, political affiliation including persons with disability, members of indigenous communities, and those from any sexual orientation. For specific guidelines, please see attached Annex.

Office / Unit	Position Title and Salary Grade	Item No.	CSC QUALIFICATION STANDARDS (Minimum Requirements)				Job Description	Remarks
			Education	Experience	Training	Eligibility		
Office of the Undersecretary for Regional Operations S&T Foundation Unit (STFU)	1. Project Development Officer III / SG-18	OSEC-DOSTB-PDO3-1-1998	Bachelor's degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Conducts initial review/analysis of applications for DOST certifications (new applicant and renewal);</li> <li>2. Evaluates/reviews financial statements of DOST-certified foundations and confers with Project Leaders and staff of the Foundations on their operations;</li> <li>3. Assists in the monitoring of projects of DOST-certified foundations;</li> <li>4. Assists in the preparation of annual and periodic reports on projects/activities of DOST-certified foundations;</li> <li>5. Analyzes research data and other related activities of DOST-certified foundations;</li> <li>6. Draft communications/letters to DOST-certified foundations;</li> <li>7. Follows up results of P/P/A evaluation of technical experts;</li> <li>8. Computes annual service fees of DOST-certified foundations; and</li> <li>9. Performs other assignments that may be given from time to time.</li> </ol>	###