



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**



NOV 19 2021

**MEMORANDUM**

**FOR :** MR. JOSE B. PATALINJUG III, DOST-NCR  
 MS. EMELITA P. BAGSIT, DOST-CALABARZON  
 DR. MA. JOSEFINA P. ABILAY, DOST-MIMAROPA  
 DR. REYNALDO V. EBORA, PCAARRD  
 DR. ENRICO C. PARINGIT, PCIEERD  
 DR. JAIME C. MONTOYA, PCHR  
 MS. LUNINGNING. E. SAMARITA-DOMINGO, NAST  
 DR. MARIETA B. SUMAGAYSAY, NRCP  
 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, TAPI

**FROM :** *Amalica*  
 ATTY. ANGELY P. MEDALLE-ALVIAR  
 Director, Administrative and Legal Service

**DATE :** 16 November 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>Internal Auditor II / SG-15</b> OSEC-DOSTB-IAUD2-3-2018	Operations Audit Division, Internal Audit Service

Thank you.



Republic of the Philippines

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### 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 preferably online on or before 29 NOV 2021. 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](mailto:recruitment@dost.gov.ph)

  
**ATTY. ANGELY P. MEDALLE-ALVIAR**  
Director IV, 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: 19 NOV 2021

DOST-CO VACANT POSITION

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Office / Unit	Position Title and Salary Grade	Item No.	CSC QUALIFICATION STANDARDS (Minimum Requirements)				Job Description	Remarks
			Education	Experience	Training	Eligibility		
Internal Audit Service Operations Audit Division	1. Internal Auditor II / SG-15	OSEC-DOSTB-IAUDZ-3-2018	Bachelor's degree relevant to the job (Law, Accounting, Public Administration, Criminology, Information Technology / Computer Science, and other disciplines related to the above-mentioned)	One (1) year of relevant experience involving Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g. Accounting, Information Technology, International Organization for Standardization [ISO] Management Systems and other related disciplines)	Four (4) hours of relevant training in Internal Auditing, Administrative or Criminal Investigation and/or Forensics (Accounting, Information Technology, International Organization for Standardization [ISO] Management Systems and other related disciplines)	Career Service Professional / Second Level Eligibility	<p>1. Under the general supervising, conducts research to obtain background information on the activities to be audited;</p> <p>2. Performs simple auditing work and assists in the preparation of audit checklists;</p> <p>3. Assists in the audit follow-up to determine if audit recommendations have been carried out or not, and inquire for the reasons for non-implementation;</p> <p>4. Drafts reports on the results of the audit completed; and</p> <p>5. Does related work.</p>	<p>Technical and functional expertise in any of the following <b>required</b>: auditing, information technology, quality management systems / internal quality audit, project management and engineering.</p> <p>Clear understanding of internal audit's contribution to effective governance.</p> <p>Specific knowledge and skills in management controls and audit principles, processes, and techniques <b>required</b>.</p>

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