



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY



MEMORANDUM

DEC 10 2021

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, PCHRD
 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 : *Amalucan*
 ATTY. ANGELY P. MEDALLE-ALVIAR
 Director, Administrative and Legal Service

DATE : 06 December 2021

SUBJECT : **POSTING OF ANNOUNCEMENT OF VACANCIES**

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 positions 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. Administrative Aide VI (Clerk III) / SG-6 OSEC-DOSTB-ADA6-196-2004	General Services Division, Administrative and Legal Service
2. Administrative Aide I (Utility Worker I) / SG-1 OSEC-DOSTB-ADA1-200-2004	Office of the Director, Administrative and Legal Service

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 positions stated in the attached Annex.

Interested and qualified applicants may submit their requirements preferably online on or before 11 9 DEC 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


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: 09 DEC 2021

DOST-CO VACANT POSITIONS

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. 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		
General Services Division, Administrative and Legal Service	1. Administrative Aide VI (Clerk III) / SG-6	OSEC-DOSTB-ADAP-196-2004	Completion of two years studies in college	None required	None required	Career Service Sub-Professional / First Level Eligibility	<ol style="list-style-type: none"> 1. Oversees the conduct of inventory of PPE under DOST-GIA funded projects, and inventory and disposal of PPE in the DOST-CO; 2. Prepares communications and documentary requirements for the inventory of equipment under GIA-funded Projects; 3. Prepares reports of the annual inventory of supplies, materials and equipment and maintains/ updates records on file. 4. Assists in the implementation of QMS in the Property and Supply Section; and 5. Performs such other duties as may be assigned from time to time. 	
Office of the Director, Administrative and Legal Service	2. Administrative Aide I (Utility Worker I) / SG-1	OSEC-DOSTB-ADAP-200-2004	Must be able to read and write	None required	None required	None required	<ol style="list-style-type: none"> 1. Receives and delivers LDDAP-ADA, disbursement vouchers and its supporting documents; and other intra- and inter-office correspondences; 2. Records received and released documents in the Document Tracking System and eRMS; 3. Submits various documents to the agency servicing bank; 4. Scans and files LDDAP-ADA, disbursement vouchers, and other supporting documents; and 5. Performs other tasks as may be assigned from time to time. 	