



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY



NOV 24 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, 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 : 18 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. Planning Officer II / SG-15 OSEC-DOSTB-PLO2-2-1998	Policy Development and Planning Division, Planning and Evaluation Service

Thank you.



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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 05 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: 24 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		
Planning and Evaluation Service, Policy Development and Planning Division	2 Planning Officer II / SG-15	OSEC-DOSTB-PL02-2-1998	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Assists in the conduct of Science, Technology, and Innovation (STI) policy-oriented research studies and in developing mechanisms/frameworks for policy identification, formulation, and evaluation; 2. Assists in the formulation of S&T policies, plans, and programs; 3. Assists in the monitoring of STI policy implementation in specific areas; conducts evaluation, and prepares reports; 4. Assists in the coordination of consultative policy symposia, conferences, meetings, and other similar engagements; and 5. Performs other related tasks as may be assigned from time to time. 	Graduates of Bachelor's degree in Economics or Agricultural Economics preferred but not required