



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**



NOV 02 2021

**MEMORANDUM**

FOR : MR. JOSE B. PATALINJUG III, DOST-NCR  
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MR. RICHARD P. BURGOS, STII  
ATTY. MARION IVY D. DECENA, OIC, TAPI

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

DATE : 07 October 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 vacant position of the **Department of Science and Technology Central Office** as stated in the attached Annex, in your respective bulletin boards and agency websites.

Thank you.

DOST-CO VACANT POSITION

As an advocate of the Equal Employment Opportunity Principle (EEO/P), 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.

Office / Unit	Position Title and Salary Grade	Item No.	CSC QUALIFICATION STANDARDS (Minimum Requirements)				Job Description	Additional Requirements/Remarks
			Education	Experience	Training	Eligibility		
General Services Division - Administrative and Legal Service	1. Administrative Aide VI (Clerk III) / SG 6	OSEC-DOSTB-ADAG-205-2004	Completion of two-years studies in college	None Required	None Required	Career Service Sub-Professional / 1st Level Eligibility	1. Oversee the conduct of inventory of PPE under DOST-GIA funded projects; 2. Oversee the conduct of inventory and disposal of PPE in the DOST-CO; 3. Prepares communications & documentary requirements for the inventory of equipment under GIA; Funded Projects; 4. Prepares reports of the annual inventory of supplies, materials and equipment and maintains/ updates records on file 5. Assist in the implementation of QMS in the Property and Supply Section; 6. Performs such other duties as may be assigned from time to time.	