



SEP 10 2021

MEMORANDUM

FOR : MR. JOSE B. PATALINJUG III, DOST-NCR
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FROM : *Amaluan*
 ATTY. ANGELY P. MEDALLE-ALVIAR
 Attorney V, Legal Division, and
 Officer-in-Charge, Office of the Director
 Administrative and Legal Service

DATE : 31 August 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/Item No.	Place of Assignment
1. Internal Auditor V / SG-24 OSEC-DOSTB-IAUD5-2-2018	Operations Audit Division, Internal Audit Service
2. Internal Auditor III / SG-18 OSEC-DOSTB-IAUD3-1-2011	
3. Internal Auditor II / SG-15 OSEC-DOSTB-IAUD2-3-2018	
4. Administrative Officer III (Supply Officer II) / SG-14 OSEC-DOSTB-ADOF3-4-2017	Procurement Management Division, Administrative and Legal Service

Thank you.

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 and gender identities. For specific guidelines, please see attached Annex.

Office / Unit	Position Title and Salary Grade	Item No.	CSC QUALIFICATION STANDARDS (Minimum Requirements)			Eligibility	Job Description	Additional Requirements/Remarks
			Education	Experience	Training			
Internal Audit Service Operations Audit Division	1. Internal Auditor V / SG-24	OSEC-DOSTB-AUD5-2-2018	Master's degree in Accounting, Public Administration, Criminology, Information Technology/Computer Science, and other related disciplines, or Certificate in Leadership and Management (C-Pro) from the Civil Service Commission, preferably Bachelor's degree in Law	Four (4) years of management and supervisory experience in positions involving Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g. Accounting, Information Technology, ISO Management systems and other related disciplines)	Forty (40) hours of supervisory/management leadership and development intervention in Internal Auditing, Administrative or Criminal Investigation, Forensics Technology, ISO Management Systems and other related disciplines	Career Service Professional / Second Level Eligibility	1. Establishes the annual goals, objectives, and performance targets of the Division with the concurrence of the IAS Director. 2. Engages in audit planning, execution, reporting, and follow-up activities of the Division. 3. Establishes standards, guidelines, and procedures for the guidance of the Division staff; 4. Does final review and recommends approval of internal audit plans and internal audit reports; 5. Determines the training needs of the Division staff. 6. Is responsible for the work performance and discipline of the audit staff; 7. Determines the extent of coordination with the various stakeholders; and 8. Performs other related functions and duties as may be assigned from time to time.	General/Professional knowledge and functional expertise in any of the following: Auditing, accounting, public administration, law, information technology, ISO management systems, and other related disciplines
Internal Audit Service Operations Audit Division	2. Internal Auditor III / SG-18	OSEC-DOSTB-AUD3-1-2011	Bachelor's degree relevant to the job (Law, Accounting, Public Administration, Criminology, Information Technology/Computer Science and other disciplines related to the abovementioned)	Two (2) years of relevant experience in positions involving Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g., Accounting, Information Technology, ISO Management Systems and other related disciplines)	Eight (8) hours of relevant training in Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g., Accounting, Information Technology, ISO Management Systems and other related disciplines)	Career Service Professional / Second Level Eligibility	1. Under general supervision, reviews agency organizational structure, staffing, and administrative systems and procedures; 2. Drafts audit plans for review of immediate supervisor; 3. Follows up actions to determine if audit recommendations have been carried out; 4. Performs comprehensive auditing work; and 5. Does related work.	Technical/functional expertise in any of the following: Auditing, information technology, quality management systems/ internal quality audit and engineering Clear understanding of internal audit's contribution to effective governance Specific knowledge and skills in management controls and audit principles, processes, methodologies, and techniques Excellent communication skills (oral and written)
Internal Audit Service Operations Audit Division	3. Internal Auditor II / SG-15	OSEC-DOSTB-AUD3-3-2018	Bachelor's degree relevant to the job (Law, Accounting, Public Administration, Criminology, Information Technology / Computer Science and other disciplines related to the abovementioned)	One (1) year of relevant experience involving Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g. Accounting, Information Technology, ISO Management Systems, and other related disciplines)	Four (4) hours of relevant training in Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g. Accounting, Information Technology, ISO Management Systems, and other related disciplines)	Career Service Professional / Second Level Eligibility	1. Conducts research to obtain background information on the activities to be audited; 2. Performs simple auditing work and assists in the preparation of audit checklists; 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; 4. Drafts reports on the results of the audit completed; and 5. Does related work.	Technical and functional expertise in any of the following required: auditing, information technology, quality management systems / internal quality audit, project management and engineering Clear understanding of internal audit's contribution to effective governance. Specific knowledge and skills in management controls and audit principles, processes, and techniques required.
Administrative and Legal Service Procurement Management Division	4. Administrative Officer III (Supply Officer III) / SG-14	OSEC-DOSTB-ADOF3-4-2017	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	1) Provides administrative support to the DOST-CO Bids and Awards Committee (BAC); 2) Organizes and make all necessary arrangements for DOST-CO BAC meetings and conferences; 3) Assists in preparing minutes of meetings and resolutions of the DOST-CO BAC; 4) Assists in monitoring procurement activities and milestones for proper reporting to relevant agencies when required; 5) Consolidates Project Procurement Management Plans (PPMPs) from various units of the procuring entity into one (1) Annual Procurement Plan (APP) and makes them available for review; 6) Assists in channelling communications for the DOST-CO BAC with End-Users, project management offices, other units of line agencies, other government agencies, providers of goods, infrastructure projects and consulting services, observers and the general public; and 7) Performs other tasks as may be assigned from time to time.	With at least one (1) year of work experience in government procurement procedures preferred With working knowledge on the provisions of or has attended relevant trainings on RA 9184 or the Government Procurement Reform Act, including government accounting and auditing rules and regulations, preferred

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