



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY



JAN 03 2022

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 : DR. DIANA L. IGNACIO
 Assistant Secretary for HRMMSSC

DATE : 28 December 2021

SUBJECT : POSTING OF ANNOUNCEMENT OF VACANCIES

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. Security Officer IV / SG-22 OSEC-DOSTB-SECO4-2-2021 (Coterminous to the Appointing Authority)	Office of the Secretary, DOST Central Office
2. Security Officer II / SG-15 OSEC-DOSTB-SECO2-1-2021 (Coterminous to the Appointing Authority)	

Thank you.



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NOTICE OF VACANCIES

The Department of Science and Technology – Central Office, is inviting qualified applicants to apply to the vacant positions as stated below:

Position : **SECURITY OFFICER IV / SG-22**
Item No. : **OSEC-DOSTB-SECO4-2-2021**
Employment Status : **Coterminous to the Appointing Authority**

Qualification Requirements

Education: Bachelor's degree relevant to the job

Experience: Three (3) years of relevant work experience in performing security-related functions

Training: Sixteen (16) hours of relevant training

Eligibility: None required, but preference is given to civil service eligibles

Key Functions:

- a. Spearhead the enforcement of security rules and measures in the Department, including but not limited to the safeguarding of facilities, properties, and equipment of the DOST;
- b. Advise the DOST Secretary and other key officials of the Department on all matters relating to security in the office premises;
- c. Lead in the enforcement of cybersecurity measures in coordination with relevant offices in the DOST, and in safeguarding of classified information which may have national security implication;
- d. Conduct investigations on security-related breaches, issues, and problems;
- e. Conduct training, inspections, and audits on security procedures and protocols; and
- f. Perform other related duties as may be assigned.

Position : **SECURITY OFFICER II / SG-15**
Item No. : **OSEC-DOSTB-SECO2-1-2021**
Employment Status : **Coterminous to the Appointing Authority**

Qualification Requirements

Education: Bachelor's degree relevant to the job

Experience: One (1) year of relevant work experience in performing security-related functions

Training: Four (4) hours of relevant training

Eligibility: None required, but preference is given to civil service eligibles

Key Functions:

- a. Assist in spearheading the enforcement of security rules and measures in the Department, including but not limited to the safeguarding of facilities, properties, and equipment of the DOST;
- b. Prepare and submit monthly reports to immediate supervisor on all matters relating to security in the office premises;
- c. Assist in the enforcement of cybersecurity measures in the DOST and in safeguarding of classified information which may have national security implication;
- d. Assist in the conduct of investigations on security-related breaches, issues, and problems;
- e. Assist in the conduct of training, inspections, and audits on security procedures and protocols; and
- f. Perform other related duties as may be assigned.

Interested and qualified applicants are advised to submit copies of the following documentary requirements through courier or through e-mail (**indicate the position applied for and item number**) at recruitment@dost.gov.ph **on or before 12 January 2022**:

1. Letter of Application
2. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with latest passport-sized picture and Work Experience Sheet
3. Copies of Diploma and Transcript of Records
4. Copies of certificates of relevant training/seminars attended
5. Copy of Certificate of Employment
6. Valid NBI and Police clearances
7. Latest psychological assessment results (taken within the last 6 months)

Please address your letter of application to:

ATTY. ANGELY P. MEDALLE-ALVIAR
Director IV, Administrative and Legal Service
Department of Science and Technology
2/F MIRDC Platinum Building, MIRDC Compound
Gen. Santos Ave., Bicutan, Taguig City

For more information, please contact the DOST Personnel Division at telephone numbers (02) 8838 9080 or 8837 2071 local 2036 or 2051, or through e-mail at recruitment@dost.gov.ph.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE PROCESSED.

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