



NOTICE OF HIRING

Agency : **Department of Science and Technology
MIMAROPA Region**

Position : **Administrative Officer V (Supply & Property Officer)**

Number of Position: **One (1)**

Item Number : **OSEC-DOSTB-ADOF5-11-2015**

Minimum Qualifications:

Education : Bachelor's Degree, Masteral units is an advantage

Experience : 2 years relevant experience preferably in national government

Training : 8 hours relevant training

Eligibility : Career Service Professional, Second Level Eligibility

Job Description:

- Under supervision, act as the property officer of DOST RO;
- Keep records of all properties of the RO namely lands, buildings, equipment, office furniture, and all other properties;
- Assist in the procurement of supplies for the RO;
- Prepare all the requisitions and procures supplies, materials and equipment for the RO;
- Conduct regular physical inventory and documentation of office properties, facilities, equipment and instruments; and
- Perform other duties required from time to time.

Send application letter and resume to **Dr. Ma. Josefina P. Abilay**, Regional Director DOST-MIMAROPA Regional Office, 4F PTRI Bldg., DOST Complex, Bicutan, Taguig City not later than **February 16, 2018** thru email: hr.mimaropa.dost4b@gmail.com. You may also inquire at telefax number (02) 837-3755 for more details. Submit original and photocopies of official transcript of records, birth certificate, marriage contract (if applicable), barangay clearance, NBI clearance, TIN, 2 pcs. Passport size colored ID pictures, certificates of training and clearance from previous employer.