

Republic of the Philippines
DOST-MIMAROPA
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DOST-MIMAROPA in the CSC website:

DR. MA. JOSEFINA P. ABILAY

(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Science Research Specialist I	OSEC-DOSTB-SRAS1-54-2015	SG 13	290,688.00	Degree in S&T related courses such as Applied Physics, Mechanical/Electrical or other Engineering field	None required	One (1) year relevant experience in calibration and metrology. Experience in a government agency is an advantage	Career service Professional or Second Level Eligibility	N/A	DOST - Regional Standards and Testing Laboratories (Metrology Lab) in Sta. Monica, Puerto Princesa City, Palawan
2										
3										

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 17, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

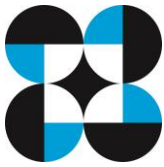
DR. MA. JOSEFINA P. ABILAY

Regional Director

4F PTRI Building Gen. Santos Ave., Bicutan, Taguig City

hr.mimaropa.dost4b@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



NOTICE OF HIRING

Agency	: Department of Science and Technology MIMAROPA Region
Position	: Science Research Specialist I (<i>Permanent</i>)
Item Number	: OSEC-DOSTB-SRAS1-54-2015
Place of Assignment	: DOST - Regional Standards and Testing Laboratories (Metrology Lab) in Sta. Monica, Puerto Princesa City, Palawan
Number of Vacancies	: One (1)

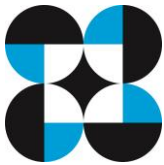
Minimum Qualifications

Education	: Degree in S&T related courses such as Applied Physics, Mechanical/Electrical or other Engineering field Knowledgeable in: -Risk management practices -ICT systems/application
Skills and Abilities	: -Good communication skills (oral and written) -Good analytical and conceptualization skills and ability to think strategically -Ability to form creative solutions in problem solving -Excellent organizational and information management skills -Good interpersonal skills and ability to work sensitively with people from different social background -Ability to work on own initiative as well as part of a team
Experience	: -At least one (1) year relevant experience in calibration and metrology and have ISO-related trainings an advantage -Experience in a government agency is an advantage
Training	: None required
Eligibility	: Career Service Professional or 2 nd Level Eligibility

Job Description:

Duties and Responsibilities:

1. Calibrate inspection, measurement, and test equipment (physical and mechanical) to ensure compliance with published specifications and international standards;
2. Collect, compile, measure, summarize, and record data gathered during calibration and prepare calibration reports and certificates
3. Develop, document, and maintain calibration systems and procedures, based on principles of measurement science, technical analysis of measurement problems and accuracy and precision requirements;
4. Assess and monitor performance of the calibration laboratory's quality systems per standards and guidelines including recommendations for improvements;
5. Prepare accomplishment and financial reports and related documents for submission to concerned agencies and offices;



6. Coordinate, cooperate and establish networks and linkages with stakeholders for effective implementation of programs, projects and activities; and
7. Perform other duties that may be assigned from time to time.

DOST-MIMAROPA encourages interested and qualified applicant including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to submit and/or send **application letter** and **resume / curriculum vitae** to

Dr. Ma. Josefina P. Abilay
Regional Director
Department of Science and Technology
MIMAROPA Region
4/F DOST-PTRI Building, Gen. Santos Ave.
Bicutan, Taguig City, Metro Manila

not later than **August 17, 2018** through e-mail hr.mimaropa.dost4b@gmail.com along with:

- original and photocopies of official school **transcript of records**;
- two (2) pcs. **passport size colored ID pictures**; and
- **Personal Data Sheet** (download here: <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)

Please note that only those shortlisted candidates will be contacted for interviews.