

NOTICE OF HIRING

Agency	: Department of Science and Technology MIMAROPA Region
Position	: Senior Science Research Specialist (<i>Permanent</i>)
Item Number	: OSEC-DOSTB-SRSRS-11-2015
Place of Assignment	: DOST-MIMAROPA Regional Office, Bicutan, Taguig City
Number of Vacancies	: One (1)

Minimum Qualifications

Education	: -Degree in Science & Technology related courses / Communication related courses / Management related courses -Master's Degree is an advantage Knowledgeable in: -Microsoft Office (Excel, Word, Powerpoint) -Planning and project management
Skills and Abilities	: -Good communication skills (oral and written) -Ability to form creative solutions in problem solving -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 two (2) years relevant experience in supervision and management
Training	: At least 8 hours relevant training
Eligibility	: Career Service Professional or 2 nd Level Eligibility

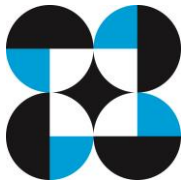
Job Description:

Duties and Responsibilities:

- Assists in the planning, monitoring, and evaluation of programs, projects, and activities of DOST-MIMAROPA;
- Prepares accomplishment reports and related documents for submission to varied concerned agencies and offices;
- Coordinates, cooperates and establishes networks and linkages with stakeholders critical for planning process for effective implementation of programs, projects, and activities;
- Assesses, develops and monitors performance of the quality management system for the assigned processes/tasks including recommendations for improvements; and
- Perform other functions as may be deemed necessary from time to time by higher authorities.

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 **July 13, 2018** through e-mail hr.mimaropa.dost4b@gmail.com or 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.

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	Senior Science Research Specialist	OSEC-DOSTB-SRSRS-11-2015	SG 19	505188	Degree in Science and Technology related courses / Communication related courses / Management related courses	8 hours of relevant training	Two (2) years of relevant experience. Experience in a government agency is an advantage	Career service Professional or Second Level Eligibility	N/A	Regional Office, Bicutan, Taguig City
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 July 13, 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.