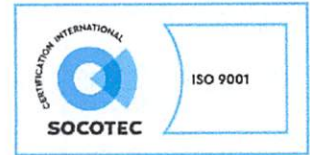




Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
REGIONAL OFFICE X



Certificate Number: AJA15-0052

**NOTICE OF VACANCY**

January 15, 2021

(Date)



Position Title	Administrative Aide I (Utility Worker I)
Plantilla Item Number	OSEC-DOSTB-ADA1-203-2004
Salary Grade	1
Salary Rate	P12,034/month
Station	DOST-10 Regional Office, Carmen, Cagayan de Oro City

**Minimum Qualification Requirements:**

Education	Must be able to read and write
Training	None
Experience	None
Eligibility	Not Required

**Other Qualifications:**

- Basic knowledge in clerical and inventory work using computer – Word and Excel.
- Basic interpersonal skills (pleasant/friendly to internal/external clients)
- Good moral character and work ethics
- Preferably with professional driver's license and experienced in driving.

**Duties & Responsibilities:**

1. Performs a variety of manual tasks such as packing, loading, unloading and delivery of supplies and materials.
2. Collects and delivers intra and inter office correspondence and documents.
3. Maintains in an orderly manner stocks of office supplies and materials and forms.
4. Runs office-related errands including banks, GSIS & liaising with other agencies.
5. Maintains the cleanliness and orderliness of office desks, comfort rooms, cabinets, fixtures and other office equipment.
6. Performs simple clerical task using computer.
7. Performs other tasks as maybe assigned from time to time by the supervisor.

This office recognizes the equal employment opportunity principle where there shall be no discrimination in the selection of employees on account of age, sexual orientation, gender identity, civil status, disability, religion ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principle of equality as enshrined in the Philippine constitution, applicable laws and in the Civil Service Commission's rules and regulations.

The following are the requirements:

1. Application letter addressed to:

**DIR. ALFONSO P. ALAMBAN**  
Regional Director  
Dept. of Science and Technology  
Regional Office No. X  
Carmen, Cagayan de Oro City

Attention: Designate Human Resource Mgt. Officer

2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture using CS Form 212, Revised 2017 which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
3. Performance rating in the last rating period (July to December 2021), if employed with the government or private sector (previous or current)
4. Photocopy/scanned copies of Certificates of Eligibility/Rating/License; and
5. Photocopy of Transcript of Records
6. Applicants who will meet the minimum requirement will be notified to take the pre-employment exam at a scheduled date.
7. Application should be submitted through online at <https://jobs.region10.dost.gov.ph> on or before **January 26, 2022**.

  
**ALFONSO P. ALAMBAN, CESO III**  
Regional Director