



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY
REGIONAL OFFICE X



Certificate Number: AJA15-0052

NOTICE OF VACANCY

January 15, 2022

(Date)



| | |
|-----------------------|------------------------------------|
| Position Title | Senior Science Research Specialist |
| Plantilla Item Number | OSEC-DOSTB-SRSRS-74-1998 |
| Salary Grade | 19 |
| Salary Rate | P48,313/month |
| Station | DOST-10 Regional Office |

Minimum Qualification Requirements:

| | |
|-------------|---|
| Education | Bachelor's degree relevant to the job |
| Training | 8 hrs relevant trng |
| Experience | 2 yrs relevant experience |
| Eligibility | Career Service Professional or relevant eligibility |

Other Qualifications:

- Graduate of basic or applied science course.
- Possess strong leadership skills
- With extensive experience in planning, monitoring & evaluation of programs and projects and quality management system implementation
- Has the ability to manage workforce effectively and efficiently
- Proficient in both oral and written communication
- With good networking, partnering and coordination skills
- Knowledgeable in data analytics/data science and computer applications.

Additional advantage if with experience, training, background in any/all of the following:

- Program/Project development and proposal writing
- Technology transfer project implementation, management and monitoring
- Research and development implementation and or monitoring and evaluation.
- Data analytics/data science
- Quality Management System
- Networking and linkages

Duties & Responsibilities:

1. Prepares an automation plan to efficiently and effectively undertake the Planning, Monitoring & Evaluation, and Quality Management System (PMEQ) in the Regional Office;
2. Supervises the implementation of data analytics/data science involving PMEQ-related concerns;
3. Manages all planning activities of the Office, including work plans and M&E plans and Quality Management System Plans;

4. Supervises and finalizes project proposal preparation by the PMEQ unit, including for Overseas Deployment Assistance and other project development activities for the Regional Director;
5. Supervises and finalizes the preparation of the Region X Quarterly/Semestral/Annual and other reports required by DOST Central Office;
6. Supervises and finalizes monitoring and evaluation activities for the PMEQ;
7. Supervises and finalizes quality control system activities of the PMEQ;
8. Performs such other functions as maybe assigned from time to time by the Regional Director.

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
3. Performance rating in the last rating period (July-Dec 2021), if previously employed with the government or private sector
4. Photocopy/scanned copies of Certificates of Eligibility/Rating/License; and
5. Photocopy of Transcript of Records
6. Applicants who will meet the minimum requirements 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 