



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY
REGIONAL OFFICE X



Certificate Number: AJA15-0052

NOTICE OF VACANCY

August 20, 2021

(Date)

Position Title	Administrative Aide 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

DOST-X
FOR POSTING

Approved by: *A. Macapagal*
Date: 8-20-2021

Minimum Qualification Requirements:

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

Other Qualifications:

- Preferably with Professional Driver's License
- Basic interpersonal skills (pleasant/friendly to internal/external clients)
- Good moral character and work ethics

Duties & Responsibilities:

1. Performs a variety of manual tasks such as packing, loading, unloading and delivery of supplies and materials and equipment.
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.
5. May perform simple clerical tasks.
6. Maintains cleanliness and orderliness of office desks, cabinets, furniture and other office equipment; and
7. Performs such other tasks as may be assigned from time to time.

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, 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. Online submission of application is preferred by accessing <https://jobs.region10.dost.gov.ph> or by email at hr@region10.dost.gov.ph on or before **September 1, 2021**.


ALFONSO P. ALAMBAN, CESO III
Regional Director 