



Republic of the Philippines

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



Certificate Number: AJA15-0052

**NOTICE OF VACANCY**

August 20, 2021  
(Date)

DOST-X  
FOR POSTING

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

Position Title	Science Research Specialist II
Plantilla Item Number	OSEC-DOSTB-SRAS2-121-1998
Salary Grade	16
Salary Rate	P36,628/month
Station	DOST-X Regional Office, Carmem, Cag. de Oro City

**Minimum Qualification Requirements:**

Education	Bachelor's degree relevant to the job
Training	4 hrs relevant trng
Experience	1 year relevant experience
Eligibility	Career Service Professional or relevant eligibility

**Other Qualifications:**

- Graduate of Computer Science, Information Technology or MIS-related courses
- Has good written and verbal communication skills.
- With extensive experience in system development, maintenance computer programming and network/server/website maintenance
- Knowledge in computer applications and maintenance

**Duties & Responsibilities:**

1. Directly takes charge of the Management information System unit of the Office.
2. Ensures office internet connectivity.
3. In consultation with direct supervisor, develops systems for the improvement of operational processes.
4. Provides assistance to DOST-10 staff on MIS matters.
5. Assists staff during online activities.
6. Performs other functions that 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-size 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, 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 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](mailto:hr@region10.dost.gov.ph) on or before **September 1, 2021**.

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