



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: *AD Macapagal*  
Date: 8-20-2021

Position Title	Science Research Specialist II
Plantilla Item Number	OSEC-DOSTB-SRAS2-21-2015
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 basic or applied science course
- Has good written and verbal communication skills.
- With experience in planning, monitoring & evaluation
- Knowledge in MS Office and database management

**Duties & Responsibilities:**

1. Prepares and submits work plans and other related activities as required by the Office and other agencies;
2. Prepares monitoring and evaluation plan and conducts M&E activities for office programs, projects and activities;
3. Prepares and submits reports on office accomplishments as required by DOST Central Office and other agencies as well as the annual report;
4. Manages all planning activities of the Office;
5. Represents the Office in technical working groups, committees and similar groups related to the government planning system such the NEDA and DBM;
6. Acts as head of Secretariat of the Executive and Management Committees;
7. Prepares project proposals for Overseas Development Assistance and other project development activities for the Regional Director;
8. Supervises the management of documents under the Quality Management Systems;
9. Proposes innovations in systems and procedures for effective operation and accomplishment of desired results;
10. Performs such other functions that may be assigned from time to time by the supervisor and 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-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**.



Digitally signed by  
Alamban Alfonso Pangan  
Date: 2021.08.20 16:19:03  
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**ALFONSO P. ALAMBAN, CESO III**  
Regional Director