

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM  
ROUTING SLIP

Date:

For/ To:

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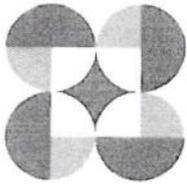
- Action
- Approval
- Comment
- Discuss with me
- Endorsement
- File
- Information
- Initial/ Clearance
- Give Status
- Handle
- Note & File
- Note & Return
- Prepare Draft/ Reply
- Review

Other Instructions  
(Please specify)

Due Date :

*4-*

From:



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**



**JAN 24 2019**

**ISO 9001:2015**  
Certificate No. AJA18-0121

**MEMORANDUM**

FOR : DR. REYNALDO V. EBORA, PCAARRD  
DR. ENRICO C. PARINGIT, PCIEERD  
DR. JAIME C. MONTOYA, PCHRD  
MS. LUNINGNING. E. SAMARITA-DOMINGO, NAST  
DR. MARIETA B. SUMAGAYSAY, NRCP  
DR. JOEL JOSEPH S. MARCIANO, JR., ASTI  
DR. MARIO V. CAPANZANA, FNRI  
DR. ROMULO T. AGGANGAN, FPRDI  
DR. ANNABELLE V. BRIONES, OIC, ITDI  
ENGR. ROBERT O. DIZON, MIRDC  
DR. CARLO A. ARCILLA, PNRI  
MS. CELIA B. ELUMBA, PTRI  
DR. VICENTE B. MALANO, PAGASA  
DR. RENATO U. SOLIDUM, JR., OIC, PHIVOLCS  
MS. LILIA T. HABACON, PSHS System  
DR. JOSETTE T. BIYO, SEI  
MR. RICHARD P. BURGOS, STII  
ENGR. EDGAR I. GARCIA, TAPI

ATTENTION : Administrative Officers / Personnel Officers rs

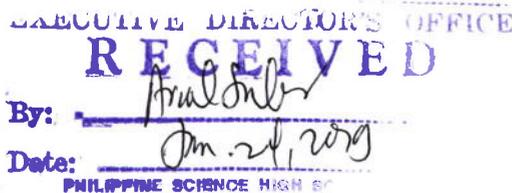
FROM : RAUL D. DUMOL, DPA  
Chief Administrative Officer  
Personnel Division

DATE : 23 January 2019

SUBJECT : **POSTING OF ANNOUNCEMENT OF VACANCY**

May we request your favorable consideration for the posting of the attached Notice of Vacancy in the Department of Science and Technology – Central Office for the vacant position of **DIRECTOR IV (SG-28)**, Item No. **OSEC-DOSTB-DIR4-5-2008** under the **Financial and Management Service, DOST Central Office**, in your respective agency bulletin boards and websites.

Thank you.



Department of Science and Technology  
Personnel Division



PD-19-00121  
24 Jan 2019 10:08:55 AM

Head Office: Gen. Santos Ave., Bicutan, Taguig City  
Website: [www.dost.gov.ph](http://www.dost.gov.ph)

Postal Address: P.O. Box 3596 Manila  
Tel. Nos.: (02) 837-20-71 to 82/ 837-3171 to 89

Department of Science and Technology  
DOST Main Building, General Santos Avenue, Bicutan, Taguig City, Metro Manila

### NOTICE OF VACANCY

A third notice is hereby given that the DOST - Director IV (SG-28) position of the Financial and Management Service (FMS) is vacant. The aforesaid position is proposed to be filled up immediately.

#### Qualification Requirements:

- Education : Master's Degree in Financial Management or Public Administration (MPA)/Business Administration (MBA) OR Certificate in Leadership and Management from CSC; and Must be a Certified Public Accountant (CPA - RA 1080)
- Work Experience: At least 5 years of extensive work experience in Financial Management (3 years of which shall be in supervisory or managerial level).
- Relevant Training: At least 120 hours of relevant supervisory/managerial training
- Competencies : Strong leadership; people and communications skills; Proficient in the use of Office productivity tools (IT software); Knowledgeable on existing Accounting and Auditing Rules and Regulations.
- Eligibility : Career Service Eligibility; in the absence of said eligibility, the candidate should be willing to undergo the process of obtaining eligibility within one (1) year from assumption of duty

#### Brief Description of Duties and Responsibilities:

- In charge of the over-all management and supervision of the Financial and Management Service (FMS);
- Shall be *"responsible for providing the Department with efficient and effective staff advice and assistance on budgetary, financial and management improvement matters (EO 128)."*

#### Documentary Requirements:

1. Application Letter
2. Updated curriculum vitae with 3 references (names and contact details)
3. Updated Service Record for those who served in the government
4. Performance Evaluation for the past 2 rating periods
5. Clearances from NBI, CSC, Sandiganbayan and Office of the Ombudsman
6. 2x2 ID Photo (2 pcs)
7. Written plan on the applicant's vision and strategies in the overall management and supervision of the Financial and Management Services (FMS) to improve its operational efficiency and effectiveness.

Please forward all applications to:

BRENDA L. NAZARETH-MANZANO  
Undersecretary for Regional Operations and  
Chairperson, Search Committee for FMS Director  
Ground Floor, ADMATEL Bldg., Tuklas Street  
DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City

Deadline for submission of applications is on February 21, 2019.