

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
 National Capital Region (NCR)
 Office of the Regional Director



12 May 2016

MS. ELIZABETH A. FONTANILLA
 Director, Administrative and Legal Services
Department of Science and Technology
 Bicutan, Taguig City

*Records
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 [Signature]*

Attention: Records/ ITD

Dear **Dir. Fontanilla:**

We would like to ask permission to post the attached Notice of Vacant Positions of DOST-NCR to DOST Bulletin Board and DOST Website.

Thank you.

Very truly yours,

[Signature]
DR. TERESITA C. FORTUNA
 Regional Director

Encl.:a/s

Department of Science and Technology
 Records Management Section (GSD)



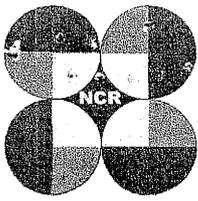
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 13 May 2016 10:10:41 am

"Spearheading Technological Innovations in the Metropolis"

Postal Address: DOST-NCR Building, DOST Compound
 General Santos Avenue, Bicutan, Taguig City
 Website: <http://ncr.dost.gov.ph>

TeleFax No.: 837-3162
 Trunk Line No.: 837-2071 to 82 Loc.2017-2019
 E-mail: ncr@dost.gov.ph

2016-34801



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
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NOTICE OF VACANT POSITIONS

Pursuant to RA 7041

The Department of Science and Technology – National Capital Region (DOST-NCR) is in need of competent staff to occupy **SEVEN (7) PERMANENT POSITIONS:**

TECHNICAL POSITIONS:

Position Title: SENIOR SCIENCE RESEARCH SPECIALIST

Division: TECHNICAL OPERATIONS DIVISION (TOD)

Salary Grade: 19

No. of Vacancy: 2

Eligibility: CSC-2nd level /RA1080

Job Qualifications:

- Bachelor's Degree relevant to the job
- With 2 years of relevant experience
- With 16 hrs. of relevant training
- With knowledge in technical writing/ proposal making
- Able to work with minimum supervision/ a team player

Position Title: SCIENCE RESEARCH SPECIALIST II

Division: TECHNICAL OPERATIONS DIVISION (TOD)

Salary Grade: 16

No. of Vacancy: 2

Eligibility: CSC-2nd Level /RA1080

Job Qualifications:

- Bachelor's Degree relevant to the job
- With 1 year of relevant experience
- With 16 hrs. of relevant training
- With knowledge in technical writing/ proposal making
- With knowledge in computer programming is advantage
- Able to work with minimum supervision/ a team player

Position Title: SCIENCE RESEARCH SPECIALIST I

Division: TECHNICAL OPERATIONS DIVISION (TOD)

Salary Grade: 13

No. of Vacancy: 1

Eligibility: CSC-2nd Level /RA1080

Job Qualifications:

- Bachelor's Degree relevant to the job
- With 1 year of relevant experience
- With 8 hrs. of relevant training
- With knowledge in technical writing/ proposal making
- Able to work with minimum supervision/ a team player

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ADMINISTRATIVE POSITIONS:

Position Title: ADMINISTRATIVE OFFICER V – Human Resource Officer

Division: Finance and Administrative Services (FAS)

Salary Grade: 18

No. of Vacancy: 1

Eligibility: CSC-2ND Level /RA1080

Job Qualifications:

- Bachelor's Degree relevant to the job
- With 2 years of relevant experience
- With 8 hrs. of relevant training
- Able to work with minimum supervision/ a team player

Position Title: ADMINISTRATIVE ASSISTANT III

Division: OFFICE OF THE DIRECTOR (OD)

Salary Grade: 9

No. of Vacancy: 1

Eligibility: CSC-1ST Level /RA1080

Job Qualifications:

- Bachelor's Degree relevant to the job
- With 1 year of relevant experience
- With 4 hrs. of relevant training
- With knowledge in technical writing/ proposal making
- Able to work with minimum supervision/ a team player

Qualified and interested applicants may apply personally and submit photo copy of the following requirements to DOST-NCR Office, DOST-NCR Building, Kasarinlan St., DOST Compound, Gen. Santos Ave., Bicutan, Taguig City:

- Application Letter address to Dr. Teresita C. Fortuna, Regional Director
- Curriculum Vitae / Personal Data Sheet (CS FORM 212, Revised 2005)
- Transcript of Records (TOR)
- Diploma
- Proof of Eligibility (Career Service Professional/RA1080)
- Certificates of training/seminar attended
- Certificates of previous employment
- Certificates of awards, recognition (if any)
- 1 year of latest performance rating

You may contact us through telephone numbers 837-3162 or 837-2071 loc 2017; 2019 and look for Ms. Mai R. Bagtas, Acting HRMO.

Submission of application should not be later than May 27, 2016.


DR. TERESITA C. FORTUNA
Regional Director