



MEMORANDUM

FOR : MR. JOSE B. PATALINJUG III, DOST-NCR
 MS. EMELITA P. BAGSIT, DOST-CALABARZON
 DR. MA. JOSEFINA P. ABILAY, DOST-MIMAROPA
 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. FRANZ A. DE LEON, ASTI
 DR. IMELDA A. AGDEPPA, FNRI
 DR. ROMULO T. AGGANGAN, FPRDI
 DR. ANNABELLE V. BRIONES, 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
 ATTY. MARION IVY D. DECENA, TAPI

FROM : *[Signature]* DR. DIANA L. IGNACIO
 Assistant Secretary for Human Resources Management,
 Management Services, and Special Concerns

DATE : 26 January 2022

SUBJECT : **POSTING OF ASSISTANT SCIENTIST POSITIONS**

Pursuant to Sec. 28, Rule VII of the Civil Service Commission Memorandum Circular No. 14, Series of 2018, as amended, may we request your favorable consideration for the **continuous** posting of the following positions of the **Department of Science and Technology Central Office** in your respective bulletin boards and agency websites:

Position Title / Salary Grade	Place of Assignment
1. Assistant Scientist / SG-24 OSEC-DOSTB-ATSCIEN-10-1998	Office of the Secretary
2. Assistant Scientist / SG-24 OSEC-DOSTB-ATSCIEN-11-1998	
3. Assistant Scientist / SG-24 OSEC-DOSTB-ATSCIEN-12-1998	

Thank you.

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF SCIENCE AND TECHNOLOGY in the CSC website:


MARISSA G. CENETA
Chief Administrative Officer, Personnel Division
Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Assistant Scientist	OSEC-DOSTB-ATSCIEN-10-1998	24	88410	Master's degree relevant to the job	Twenty-four (24) hours of relevant training	Eight (8) years of relevant research and development (R&D) work in related field	RA 1080 / Career Service Professional	N/A	Office of the Secretary
2	Assistant Scientist	OSEC-DOSTB-ATSCIEN-11-1998	24	88410	Master's degree relevant to the job	Twenty-four (24) hours of relevant training	Eight (8) years of relevant research and development (R&D) work in related field	RA 1080 / Career Service Professional	N/A	Office of the Secretary
3	Assistant Scientist	OSEC-DOSTB-ATSCIEN-12-1998	24	88410	Master's degree relevant to the job	Twenty-four (24) hours of relevant training	Eight (8) years of relevant research and development (R&D) work in related field	RA 1080 / Career Service Professional	N/A	Office of the Secretary

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet, which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopies of Diplomas and Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DR. ROWENA CRISTINA L. GUEVARA
Undersecretary for R&D
2/F Admnel Bldg., DOST Compound, Gen. Santos Ave., Bicutan, Taguig City
ousec.rd@dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than _____.

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Undersecretary for R&D
2/F Admetel Bldg., DOST Compound, Gen. Santos Ave., Bicutan, Taguig City
ousec.rd@dost.gov.ph

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Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY



NOTICE OF VACANCY

The Department of Science and Technology – Central Office (DOST-CO) is in need of applicants to fill up the vacant positions stated in the attached Annex.

Interested and qualified applicants may submit their requirements preferably online **on or before** _____. Only those applications with complete requirements as enumerated below shall be entertained.

1. Letter of Application
2. Personal Data Sheet (CSC Form 212, Revised 2017) with latest passport-sized ID picture, name tag, and Work Experience Sheet
3. Photocopy of Diploma
4. Photocopy of Transcript of Records
5. Authenticated Certificate of Eligibility/Board Exam
6. Certificate/s of Trainings/Seminars/ and Awards
7. Performance Evaluation Rating in the last rating period or its equivalent
8. Certificate/s of Previous Employment with No Pending Administrative Charge
9. Copy of valid NBI Clearance

Please send your letter of application with complete documentation to:

DR. ROWENA CRISTINA L. GUEVARA

Office of the Undersecretary for R&D

Department of Science and Technology

Gen. Santos Avenue, Bicutan, Taguig City

E-mail address: ousec.rd@dost.gov.ph

As an advocate of the Equal Employment Opportunity Principle (EEOP), the DOST-Central Office encourages and welcomes all applicants regardless of age, religion, political affiliation including persons with disability, members of indigenous communities, and those from any sexual orientation and gender identities. For specific guidelines, please see attached Annex.

Date Posted: _____

DOST-CO VACANT POSITIONS

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Office / Unit	Position Title and Salary Grade	Item No.	CSC QUALIFICATION STANDARDS (Minimum Requirements)				Job Description	Remarks
			Education	Experience	Training	Eligibility		
Office of the Secretary	1. Assistant Scientist / SG-24	OSEC-DOSTB-ATSCIEN-10-1998 OSEC-DOSTB-ATSCIEN-11-1998 OSEC-DOSTB-ATSCIEN-12-1998	Master's degree relevant to the job	Eight (8) years of relevant research and development (R&D) work in related field	Twenty-four (24) hours of relevant training	RA-1080 / Career Service Professional	<ol style="list-style-type: none"> 1. Assist the Associate Scientist in the development, coordination, and supervision of S&T activities; 2. Collaborate with various offices/institutions regarding the implementation, evaluation, and monitoring of programs and projects, and conduct R&D on specific priority areas; 3. Provide technical assistance to co-workers or peers; and 4. Participate in special studies and assignments given by the DOST Secretary. 	