




ANNOUNCEMENT OF VACANT POSITION

SCIENCE RESEARCH SPECIALIST I (CONTRACT OF SERVICE) – URGENT HIRING

- The Finance and Management Division (FMD) of the ITDI-DOST is in need of personnel to occupy the following vacant position under the Locally Funded Project (LFP) of the General Appropriation Act (GAA) funds for the project titled "Enhancing the Competence and Capability of the National Metrology Laboratories of the Philippines-Project 4"
 - **Position** : Science Research Specialist I (CONTRACT OF SERVICE)
 - **Salary** : P 30,278.40 / mo.
 - **No. of Vacancies** : 1
- **Qualification Requirements:**
 - **Education** : BS Degree In Business Administration or any degree relevant to the job
 - **Experience/Training** : One (1) year of relevant experience or any training relevant to the job
: With Accounting Background
 - **Other Preferences** : Can communicate well (written and oral)
: Computer Literate
 - **Eligibility** : None required
 - **Assignment** : Finance and Management Division (FMD), Budget Section
- **Duties and Responsibilities:**
 - Acts as the Project Accountant and will be detailed at Budget Section, FMD.
 - Controls and monitors the project funds of the Project 3 & 4 of the Metrology Program.
 - Prepares the monthly Statement of allotment, obligation and balances (due date every 3rd day of the month)
 - Prepares the quarterly/ semi-annual/terminal financial reports (deadline is based on the GIA guidelines)
 - Prepares other financial reports related to the project
 - Coordinates regularly with the project leader
 - Does other duties assigned from time to time.
- **How to Apply**
 - Please submit the following documents to Human Resource Management Section, Administrative Division, ITDI, DOST Compound, General Santos Avenue, Bicutan, Taguig City. Tel No. 8372071 local 2219 on or before February 21, 2020.
- **Documentary Requirements:**
 - Letter of Application with position code addressed to Director Dr. Annabelle V. Briones
 - Updated Personal Data Sheet (PDS) 2017 Revised Form & Work Experience Sheet with recent 2x2 picture (you may download the forms at www.csc.gov.ph)
 - Diploma and Official Transcript of Record
 - Certificate of Trainings, if any
 - Certificate of Employment with Actual Duties and Responsibilities, if any

Endorsed By:


DR. JANET F. QUIZON
 Chief, FMD

Approved By:


DR. ANNABELLE V. BRIONES
 Director

Our Business is Industry

Membership

- General Conference on Weights and Measures (CGPM)
- Asia Pacific Metrology Programme (APMP)
- Asia Pacific Legal Metrology Forum (APLMF)

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