



Republic of the Philippines

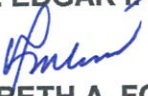
DEPARTMENT OF SCIENCE AND TECHNOLOGY



NOV 18 2020

MEMORANDUM

FOR : **DR. NANCY A. BANTOG, DOST-CAR**
MR. JOSE B. PATALINJUG III, DOST-NCR
DR. ARMANDO Q. GANAL, DOST-I
ENGR. SANCHO A. MABBORANG, DOST-II
DR. JULIUS CAESAR V. SICAT, DOST-III
DR. ALEXANDER R. MADRIGAL, 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
MS. JOANNA G. SYJUCO, OIC, ASTI
DR. IMELDA A. AGDEPPA, OIC, 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
ENGR. EDGAR I. GARCIA, TAPI

FROM : 
ELIZABETH A. FONTANILLA
Director, Administrative and Legal Service

DATE : 10 November 2020

SUBJECT : **POSTING OF ANNOUNCEMENT OF VACANCY**

Pursuant to Sec. 25, Rule VII of the Civil Service Commission Memorandum Circular No. 14, Series of 2018, entitled "2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018", may we request your favorable consideration for the posting of one (1) vacant **ADMINISTRATIVE OFFICER V (SUPPLY OFFICER III) / SG-18, Item No. OSEC-DOSTB-ADOF5-3-2017**, to be assigned at the **Procurement Management Division, Administrative and Legal Service, DOST-Central Office, Bicutan, Taguig City.**

Thank you.



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 position stated in the attached Annex.

Interested and qualified applicants may submit their requirements personally, through mail or online on or before 30 NOV 2020. For online applications, it is expected that original copies will be presented to the Personnel Division for verification within 10 calendar days. 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:

Personnel Division, Administrative and Legal Service
Department of Science and Technology
Gen. Santos Avenue, Bicutan, Taguig City
E-mail address: recruitment@dost.gov.ph

ELIZABETH A. FONTANILLA

Director, Administrative and Legal Service
and Officer-in-Charge, Personnel Division

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: 18 NOV 2020

DOST-CCO VACANT POSITION

As an advocate of the Equal Employment Opportunity Principle (EEO/P), 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.

Office / Unit	Position Title and Salary Grade	Item No.	CSC QUALIFICATION STANDARDS (Minimum Requirements)				Job Description	Remarks
			Education	Experience	Training	Eligibility		
Administrative and Legal Service Procurement Management Division	1. Administrative Officer V (Supply Officer III) / SG-18	OSEC-DOSTB-ADOF6-3-2017	Bachelor's degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service Professional / Second Level Eligibility	1) Assists the Division Chief in the planning of procurement activities of DOST-CCO; 2) Assists in coordinating and monitoring of all procurement activities of DOST-CCO; 3) Assists in managing and monitoring all phases of the procurement processes; and 4) Performs other tasks as may be assigned from time to time.	a) With at least two (2) years of work experience in government procurement procedures preferred b) With working knowledge on the provisions of or has attended relevant trainings on RA 9184 or the Government Procurement Reform Act, including government accounting and auditing rules and regulations, preferred