



### NOTICE OF VACANCY

February 4, 2022

The Department of Science and Technology, Regional Office No. VIII, Government Center, Candahug, Palo, Leyte announces its vacant position (Project Assistant I, Contract of Service), as follows:

Position Title	:	Project Assistant I (Contract of Service)
Monthly Salary	:	Php 22,798.00
Qualifications	:	
Education	:	Science, Technology, and Engineering Degree Holder
Training	:	None
Experience	:	1. At least one (1) year work experience relevant to the job 2. Preferably with knowledge and experience in technical writing 3. Computer literate and with I.T. competence 4. With good interpersonal skills; and 5. Must have skills in infographics and videography
Eligibility	:	RA 1080 (for courses requiring Board Examination/License) or Career Service Professional/Second Level Eligibility
Required Competencies	:	Core: 1. Critical Thinking 2. Decision Making 3. Quality Service 4. Communication 5. Customer Focus Functional: 6. Attention to Details 7. Monitoring and Evaluation 8. Risk Management 9. Coordination/Negotiation 10. Project Development 11. ICT Application 12. Service Delivery 13. Result Focus
Place of Assignment	:	Southern Leyte Provincial Science and Technology Center Capitol Site, Asuncion, Maasin City, Southern Leyte
Duties	:	1. Assists in the implementation of the DOST Technology Transfer & Commercialization Projects and activities; 2. Assists in the provision of S&T Services in the Province of Southern Leyte (e.g. consultancy services, technology trainings, etc.) 3. Assists in the SETUP project monitoring of the assisted MSMEs in the province;



	<p>4. Assists in the implementation of Programs and Services in other Priority Areas (e.g. S&amp;T Scholarship Programs, S&amp;T Promotions etc.); and</p> <p>5. Performs such other duties as assigned from time to time.</p>
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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 **February 14, 2022.**

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CSC Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of Transcript of Records and Diploma;
3. Photocopy of License/Certificate of Eligibility;
4. Photocopy of Certificates of Trainings Attended [taken within the last five (5) years]; and
5. Photocopy of Service Record and/or Certificate of Employment

***DOST Region VIII adheres to the existing general policy of no discrimination and equal opportunity. All qualified applicants are welcome to apply regardless of age, sex, civil status, sexual orientation, gender identity and expression (SOGIE), disabilities, religion and/or indigenous group membership.***

Qualified applicants are advised to hand in or send through courier/email their application to:

**ENGR. ERNESTO M. GRANADA**

Regional Director

DOST Region VIII

Government Center, Candahug

Palo, Leyte

Email Address: [records@region8.dost.gov.ph](mailto:records@region8.dost.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**