



NOTICE OF VACANCY

Dec. 27, 2021

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
Monthly Salary	:	Service) Php 22,798.00
Qualifications	:	
Education	:	BS Graduate
Training	:	
Experience	:	<ol style="list-style-type: none">1. At least one (1) year relevant experience.2. Preferably with knowledge and experience in technical writing.3. Computer literate and with I.T competence; and4. With good interpersonal skills.
Eligibility	:	
Required Competencies	:	<p>Core:</p> <ol style="list-style-type: none">1. Critical Thinking2. Decision Making3. Quality Service4. Communication5. Customer Focus <p>Leadership:</p> <ol style="list-style-type: none">1. External and Internal Linkage Development2. Performance Management3. Change Management4. Organizational Management5. Risk Management <p>Functional:</p> <ol style="list-style-type: none">1. Attention to details2. Monitoring and Evaluation3. Result focus4. Coordination/Negotiation5. Project Development6. Service Delivery7. ICT Application
Place of Assignment	:	Leyte Provincial Science and Technology Center, DOST Regional Office No. VIII, Government Center, Candahug, Palo, Leyte
Duties	:	<ol style="list-style-type: none">1. Assists in the implementation of the DOST Technology Transfer & Commercialization Projects and activities;2. Assists in the SET-UP project monitoring of the assisted MSMEs in the province;3. Assists in the monitoring of existing SET-UP beneficiaries' refund for SET-UP financial assistance availed;4. Prepares reports/documentation needed by the project;5. Keeps track and file records and other pertinent documents of the office; and6. Performs such other duties as assigned from time to time.

Postal Address: Government Center, Candahug Palo, Leyte, Philippines
Website: <http://region8.dost.gov.ph>
E-mail address: records@region8.dost.gov.ph

Tel. No. (053) 323-6356
Fax No.: (053) 323-7110



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 **January 6, 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;
2. Photocopy of Transcript of Records and Diploma;
3. Photocopy of License
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:

ERNESTO M. GRANADA
Regional Director
DOST Region VIII
Government Center, Candahug
Palo, Leyte
Email Address: records@region8.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.