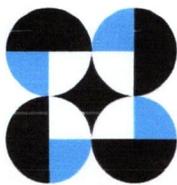


NOTICE OF VACANCY

October 7, 2021

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

Position Title	:	Project Assistant II (Contract of Service)
Monthly Salary	:	Php25,446.00
Qualifications		
Education	:	BS Information Technology (IT), Computer Science and other related degrees
Training		None Required
Experience		At least 1 year relevant experience Computer literate and with IT competence and With good interpersonal skills
Required Competencies	:	Core: 1. Critical thinking 2. Decision Making 3. Customer Focus 4. Quality Service 5. Communication Functional: 1. ICT Application 2. Monitoring and Evaluation 3. Coordination and Negotiation 4. Result Focus 5. Attention to Details
Place of Assignment	:	Technical Operations Division, DOST Regional Office No. VIII, Government Center, Candahug, Palo, Leyte
Duties	:	<ol style="list-style-type: none">1. Collect PDCs and check for validity from new projects (For PSTC-Biliran and PSTC-Eastern Samar scanned copy of PDCs)2. Encode the Approved Refund Schedule of all new projects to the MS Access Database of SETUP3. Encode and adjust the Approved Restructured Refund Schedule of all existing projects to the MS Access Database of SETUP4. Encode the PDCs to the project profile of the project in the MS Access Database of SETUP5. Evaluate, prepare and endorse to cashier Post Dated Check6. Record the status of PDCs endorsed to the cashier on the MS Access Database of SETUP (e.g. DAIF, Invalid Cheque, Deposited Cheque)7. Scan the Official Receipt issued for the refund of the SETUP project funds by project.8. Follow-up the PSTCs the replacement cheque / payment of returned, invalid or DAIF cheque.9. Compute and submit SETUP monthly refund rate to ROS and PMIS10. Evaluate the Audited Financial Report submitted by SETUP beneficiaries through the PSTCs11. Encode the Refund status of SETUP Projects in the Impression Information System



	<ol style="list-style-type: none">12. Conduct monitoring and on-site follow-up on problematic projects13. Prepare documents/canvass venue for the conduct of Internal RTEC meetings14. Monitor the refund of SETUP financial assistance15. Assist in the conduct of trainings/seminars/RTEC meetings in connection with the project implementation16. Assist in the conduct of S&T services for SETUP customers17. Document SETUP Related activities18. Assist the DOST-8 focal person of the "oneStore" project19. Gather data and photo documentation of products endorsed by PSTCs to be uploaded to the new oneStore Website20. Assist in the implementation of RxBox Project in Region 8 as Technical Support21. Assist in DOST8 Promotion and Information Activities (RTSW, NSTW, Technology Transfer Day, Technology Investment Forum)22. Assist in the implementation of the SETUP PRAISE Award.
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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 **October 15, 2021**.

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 Certificates of Trainings Attended [taken within the last five (5) years]; and
4. 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.


ERNESTO M. GRANADA
Regional Director