



NOTICE OF VACANCY

August 10, 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 (<i>Contract of Service</i>)
Monthly Salary	:	PHP 21, 901.20
Contract Duration	:	September 2021 – April 2022 (8 months)
Place of Assignment	:	Technical Operations Division, Regional Office
Minimum Qualifications		
Education	:	Bachelor of Science in Agribusiness Management, Business Administration, Entrepreneurship, and business or engineering-related degree relevant to the job
Training	:	None required
Experience	:	None required
Eligibility	:	None required
<u>Job Description:</u>		
Assist in the implementation of the nationwide project “Transforming R&D Outputs into Innovations through Technopreneurship and Customer Validation (TransDI)” by performing the following functions:		
<ol style="list-style-type: none">1. Coordinate with their respective regional directors, focal person, and other personalities regarding their confirmation/participation in the meetings/trainings;2. Communicate with the schools/institutions where the participants come from to gain their written commitment and the written permission from Higher Education Institution (HEI) head that the RICE winners are being allowed to participate in TransDI;3. Document the proceedings of all meetings and training sessions;4. Participate in the online sessions to gain better understanding of the requirements that must be complied with by the participants to be able to effectively monitor their participation;5. Regularly coordinate with their respective participating RICE winners to monitor closely their progress and compliance to the requirements of each activity;6. Familiarize oneself with the relevant DOST programs to guide the participants in availing such as they require or if need be;7. Facilitate preparation/submission of accomplishment/progress reports and financial reports and submit to DOST-MIMAROPA;8. Perform other duties as may be assigned by DOST Regional Office VIII.		



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 **August 17, 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;

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.

(SGD) ERNESTO M. GRANADA
Regional Director