



NOTICE OF VACANCY

December 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 Service)
Monthly Salary	:	Php 22,798.00
Qualifications	:	
Education	:	Science, Technology, and Engineering Degree Holder
Training	:	None
Experience	:	At least one (1) year work experience relevant to the job
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	:	Northern Samar Provincial Science and Technology Center
Duties	:	1. Assists in technology transfer trainings; 2. Submit documentary requirements and reports for technology transfer trainings; 3. Submits documentary requirements for Packaging and Labeling Services; 4. Assists firms/institutions for Technical Consultancy Services; 5. Assists in the recording of incoming/outgoing documents; 6. Assists in the preparation of IT-related submissions of PSTC-Northern Samar; and 7. Performs other duties assigned from time to time.

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 / 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:

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.