



NOTICE OF VACANCY
August 01, 2023

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

Position Title	:	Project Technical Assistant II (Halal-Redi)
Monthly Salary	:	P 32, 400.00
Qualifications		
Education	:	BS Food Technology graduate or related courses.
Training	:	At least 8 hours of relevant training.
Experience	:	Preferably with experience in project management and coordination.
Eligibility	:	None required.
Required Competencies	:	Core: 1. Critical Thinking 2. Communication 3. Customer Focus Functional: 4. Attention to Details 5. ICT Application 6. Coordination and Negotiation
Place of Assignment	:	Regional Standards and Testing Laboratory (DOST8-RSTL)
Duties	:	1. Coordinates meetings, workshops, write-shops, and other Halal-related activities; 2. Prepares reports and facilitates the submission of needed documents concerning the implementation of the project; 3. Coordinates and prepares the conduct of training for the identified Halal stakeholders; 4. Attends meetings, training and seminars, and other activities related to Halal; 5. Travels outside the workplace to visit firms or attend other Halal-related activities 6. Assist in the proper implementation of good housekeeping in the RSTL; 7. Perform other duties that may be assigned from time to time by the Laboratory Management.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF SCIENCE AND TECHNOLOGY
REGIONAL OFFICE NO. VIII



Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send them to the address below no later than **August 14, 2023.**

1. Fully accomplished Personal Data Sheet with a recent passport-sized picture (CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
3. Certified True Copy of Diploma
4. Authenticated Copy of Transcript of Records
5. Certificate of Eligibility/ Board Exam result, Awards, Training, if any

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 application to:

ENGR. ERNESTO M. GRANADA
Regional Director
DOST Regional Office No. 8
Gov't. Center, Candahug
Palo, Leyte 6501
Email address: records@dost8.dost.gov.ph

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.