



## NOTICE OF VACANT POSITION

The Department of Science and Technology – National Capital Region (DOST-NCR) needs a competent individual to occupy **ONE (1) PERMANENT POSITION**:

### **JOB DESCRIPTION:**

Position Title: **SCIENCE RESEARCH SPECIALIST II**  
Division/Section/Unit: TECHNICAL OPERATIONS DIVISION / MUNTAPARLAS CASTO  
Salary Grade: SG-16  
Monthly Salary: P39,672  
No. of Vacancy: 1 (one)  
Plantilla Item: OSEC-DOSTB-SRAS2-81-2023

**Place of Assignment:** *Handle technology transfer and S&T services, programs, and projects.*

### **JOB QUALIFICATIONS:**

- Bachelor's degree relevant to the job.
- One (1) year of relevant experience.
- Four (4) hours of relevant training.
- Career Service (Professional) Second Level Eligibility or RA1080.
- Strategic, Systems and Critical Thinking.
- Building Collaborative and Inclusive Working Relationships.
- Organization and Project Management, including Data and Results-based Planning, Management, Monitoring and Evaluation.
- Networking and Linkaging.
- Technology Transfer.
- Technical Writing.
- Quality Management System and Risk Management.
- Arranging Activities and Outcomes.
- General Office Administration.
- Excellent written and oral communication.
- Teamwork and collaboration.
- Willing to do fieldwork all over the NCR.

### **DUTIES AND RESPONSIBILITIES:**

- Assist in the development and implementation of Science, Technology and Innovation (STI) plans, programs, projects, and services in the Clustered Area.
- Assist in the conceptualization of technology and knowledge transfer programs and services for various sectors, in the Clustered Area.
- Conduct technical activities relevant to the implementation, monitoring and evaluation knowledge and technology transfer programs, projects and services, such as technology needs assessment and monitoring activities.
- Prepare technical, administrative and financial reports, and other communication and/or documents needed in the implementation of technology transfer and S&T services in the Clustered Area.
- Ensure efficient fund utilization of technology and knowledge transfer projects.
- Prepare project proposals and facilitate the evaluation of relevant S&T project proposals for DOST-NCR's support under various technology transfer programs.
- Assist in the establishment of network and linkages with various DOST agencies, media, government offices, industry associations and other stakeholders in connection with the implementation of STI plans, programs and services of DOST-NCR.
- Ensure maintenance of the Quality Management System in all services and processes.

*"Spearheading Technological Innovations in the Metropolis"<sup>®</sup>*

**The DOST-NCR observes the Equal Employment Opportunity Principle (EEOP). Interested and qualified applicants regardless of age, sexual orientation, and gender identity (SOGI), civil status, religion, ethnicity, and political affiliation, including persons with disabilities (PWD) and members indigenous communities are encouraged to apply.**

Applicants should signify their interest in writing and attach the following documents:

1. Application Letter addressed to **Engr. Romelen T. Tresvalles**, Regional Director;
2. CSC Form No. 212, Revised 2017 or the Personal Data sheet (PDS) and attachment to CSC Form No. 212 (Work Experience Sheet);
3. Copy of Diploma;
4. Copy of Transcript of Records (TOR);
5. Certificates of relevant training and seminar attended;
6. Certificate of awards and/or recognitions, if any;
7. Performance rating for the last two (2) rating periods or its equivalent, if applicable; and
8. Certificate of previous employment, if applicable.

The Applicant/s who will be selected for the position shall be required to submit the following additional requirements:

1. PSA Birth Certificate (original copy);
2. Marriage Contract (if applicable);
3. NBI Clearance (original copy);
4. Barangay Certificate (original copy);
5. Tax Identification Number;
6. Pag-IBIG Number;
7. Medical Certificate from a government doctor including drug test and RT-PCR, if any; and
8. Two (2) pcs. ID picture (passport size).

Interested applicants are advised to submit the required documents via email at [applicants@ncr.dost.gov.ph](mailto:applicants@ncr.dost.gov.ph) with the **email subject: SRS II\_TOD-MUNTAPARLAS** or via courier of your preference. You may find us at DOST-NCR Building, DOST Compound, Gen. Santos Ave., Bicutan, Taguig City or to any of the DOST-NCR Cluster Area Science and Technology Office (CASTO).

**PAMAMAZON Satellite Office**

1<sup>st</sup> Floor PSHS Multipurpose Gym, PSHS Main Campus  
Agham St. (Gate 4) Diliman Quezon City

**CAMANAVA Satellite Office**

City of Malabon Polytechnic Institute, Gov. Pascual Ave., cor. A. Reyes St., Baritan, Malabon City

**PAMAMARISAN Satellite Office**

Room 2005, 2/F, MAB Bldg., RTU  
Boni Ave., Brgy. Malamig, Mandaluyong City

**MUNTAPARLAS Satellite Office**

2/F Muntinlupa City Technical Institute Bldg.,  
San Guillermo St., Brgy. Putatan, Muntinlupa City

**Applications with incomplete documents shall NOT be entertained.** Application documents sent via courier are deemed submitted on the day they are actually received by either the Regional Office or any of the CASTOs. The deadline for the submission of application documents is on **September 10, 2023**.

Applicants who shall qualify for the final interview with the Head of the Agency must be willing to be subjected to background investigation and reference checks as part of the evaluation process.

Should you have any questions or clarifications, you may reach us at 8683-7790 to 99 local 1005, and look for **Ms. Marian R. Bagtas**, HRMO and **Mr. Mark Joseph N. Roque / Ms. Catherine M. Erlandez**, HRM Section staff.

  
**ROMELEN T. TRESVALLES**  
Regional Director

Posting Date: **August 29, 2023**

Closing Date: **September 10, 2023**