



NOTICE OF HIRING

Agency : Department of Science and Technology Regional Office No. IV-MIMAROPA
Bicutan, Taguig City

Place of Assignment: Regional Office, Bicutan, Taguig City

Position: **Chief Science Research Specialist**

Salary Grade: **24**

Item Number: **OSEC-DOSTB-CSRS-1-2011**

Minimum Qualifications:

Education : Masteral Degree relevant to the job
Experience : 4 years in position/s involving management and supervision
Training : 24 hours of training in management and supervision
Eligibility : Career Service Professional, Second Level Eligibility

Job Description:

- Plan, organize, and coordinate all activities of the Technical Services Division;
- Plan, implement and monitor the Regional S&T Plan;
- Supervise the operations of the Provincial S&T Centers (PSTCs) and the Technical Services Division;
- Assist the Regional Director in strengthening linkages with the media, education institutions, scientific organizations, the Regional Development Council, local officials, and other government offices for effective S&T planning and programming to support regional and national development plan/goals;
- Assist the Regional Director in monitoring, reviewing and implementing program, projects and other reports of the Regional Office and prepare long and short-range plans for S&T in the region; and
- Perform other duties as may be assigned from time to time.

Send application letter and resume to **Dr. Ma. Josefina P. Abilay**, Regional Director, DOST-MIMAROPA Regional Office, 4/F PTRI Bldg., Gen. Santos Ave., Bicutan, Taguig not later than **May 31, 2017** thru email: **hr.mimaropa.dost4b@gmail.com**. You may also inquire at telefax number (02) 837-3755 for more details. Submit photocopies/ scanned copies of official transcript of records, diploma, personal data sheet (CSC form), community tax certificate, birth certificate (NSO Authenticated), marriage contract (if applicable), certificate of eligibility, barangay clearance, NBI clearance, TIN, 2 pcs. Passport size colored ID pictures, certificates of training, sketch map of residence and clearance from previous employer.