



NOTICE OF HIRING

Agency : **Department of Science and Technology
MIMAROPA Region**

Position : **Science Research Assistant**

Minimum Qualifications:

Education : BS Degree in Development Communication or any S&T related courses

Experience : At least 1 year relevant experience, preferably in handling/implementing and monitoring projects

Training : 4 hours relevant training

Job Description:

- a. Receives, maintains and organizes incoming and outgoing communications of the Technical services Division;
- b. Monitors, maintains and updates SETUP refund rate;
- c. Assists in preparing necessary documents for funding of SETUP and GIA projects;
- d. Assists in technical monitoring of SETUP and GIA projects;
- e. Monitors the updates on CBF facilities of the provinces; and
- f. Perform other duties as may be deemed necessary from time to time.

Send application letter and resume to **Dr. Ma. Josefina P. Abilay**, Regional Director, DOST-MIMAROPA Regional Office, 4F PTRI Bldg., DOST Complex, Bicutan, Taguig City not later than **June 19, 2017** thru email: hr.mimaropa.dost4b@gmail.com. You may also inquire at telefax number (02) 837-3755 for more details. Submit original and photocopies of official transcript of records, birth certificate, marriage contract (if applicable), barangay clearance, NBI clearance, TIN, 2 pcs. Passport size colored ID pictures, certificates of training and clearance from previous employer