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## 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: **Supervising Science Research Specialist**

Salary Grade: **22**

Item Number: **OSEC-DOSTB-SVSRS-3-2008**

### Minimum Qualifications:

Education : Bachelor's Degree relevant to the job  
Experience : 3 years of relevant experience  
Training : 16 hours of relevant training  
Eligibility : Career Service Professional, Second Level Eligibility

### Job Description:

- Assists in the overseeing of the planning and implementation of all programs and projects at the regional level;
- Assists in the supervision of operations and activities of the Technical Support Services and its support to the operations of the PSTCs;
- Assists the ARD for Technical Operations in strengthening linkages with the media, educational institutions, scientific organizations, the Regional Development Council, local officials, and other government offices for effective S&T planning and programming to support regional national development plan/goals;
- Assists the ARD for Technical Operations in monitoring, reviewing, and implementing programs, projects, activities of the DOST agencies in the region; and
- Performs 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 **August 04, 2017** thru email: [hr.mimaropa.dost4b@gmail.com](mailto: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.