



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: **Science Research Assistant**
Salary Grade: **9**
Item Number: **OSEC-DOSTB-SRAS-50-2015**

Minimum Qualifications:

Education : Completion of two years studies in college
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service Sub-Professional, First Level Eligibility

Job Description:

- Assist in planning, coordinating, implementing and reviewing activities related to the small enterprise technology upgrading program (SETUP) for micro, small and medium enterprises (MSMEs).
- Encourage MSMEs in harnessing the results of SETUP and other DOST-MIMAROPA services in the improvement of their businesses and in the creation of quality goods and services thereby contributing to the economic uplift of the MIMAROPA region.
- Provide data, information, and write-ups on the activities of SETUP and other assignments.
- Assist in the planning, coordinating, implementation and review of programs and projects in the Technology Upgrading unit of the Technical Services Division of DOST-MIMAROPA.
- Provide support to activities of other units in the DOST-MIMAROPA organizational structure thereby encouraging borderless cooperation in the agency.
- Link with stakeholders in the planning, implementation, and review of projects and programs made with them. Encourage multi-stakeholder participation in programs and projects to stretch government resources and avoid duplication of projects.
- 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 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.