

DEPARTMENT OF SCIENCE AND TECHNOLOGY  
**MIMAROPA Region**

**FAD-HRD F1**  
Rev 0/10-01-09

**REQUEST FOR EMPLOYEE**

<b>POSITION TITLE:</b> <u>Science Research Specialist II</u>		
<b>Division:</b> <u>TSD</u>	<b>Section:</b> _____	<b>Lab./Shop/Unit/Group:</b> <u>MIS</u>
<b>C.Y.</b> _____	<b>Item No.:</b> <u>OSEC-DOSTB-SRAS2-50-2015</u>	<b>Level:</b> _____ <b>Rate:</b> <u>P 43,560.00 /mo</u>
<b>NATURE OF POSITION:</b> <b>New:</b> _____ <b>Replacement:</b> <u>x</u> <b>Person to be Replaced:</b> <u>Zaldie C. Gawad</u>		
<b>NATURE OF EMPLOYMENT:</b> <b>Permanent:</b> <u>x</u> <b>Temporary:</b> _____ <b>Name of Project:</b> _____ <b>No. of Months Needed:</b> _____ <b>Contract of Service:</b> _____ <b>Name of Project:</b> _____ <b>No. of Months Needed:</b> _____		
<b>EARLIEST STARTING DATE:</b>  February 3, 2025 or earlier	<b>SEX:</b>  _____ Male _____ Female <u>x</u> Either	
<b>DUTIES AND RESPONSIBILITIES (State briefly):</b> <ul style="list-style-type: none"><li>Lead the DOST-MIMAROPA MIS Unit in developing, implementing, monitoring, and evaluating responsive and secure information systems for the regional and provincial offices.</li><li>Oversee the monitoring of government information systems adopted by the regional office to ensure their effective utilization.</li><li>Lead digital transformation initiatives using emerging technologies, data analytics, and automation to modernize operations.</li><li>Assist in the development and execution of the digital technology roadmap for DOST-MIMAROPA.</li><li>Strengthen cybersecurity governance and ensure compliance with data protection standards.</li><li>Provide IT technical support to other units, offices, or divisions of DOST-MIMAROPA.</li><li>Implement continuous quality improvement in IT to address the evolving needs of DOST-MIMAROPA.</li><li>Achieve staff results by coaching, counseling, disciplining employees, and planning, monitoring, and appraising job performance.</li><li>Assist the Technical Services Division Chief in planning, coordinating, monitoring, and implementing programs, projects, and activities in the region, particularly related to IT operations.</li><li>Perform other duties as may be necessary from time to time.</li></ul>		
<b>JUSTIFICATION FOR HIRING EMPLOYEE:</b> <ul style="list-style-type: none"><li>The previous staff who held the position has been promoted.</li></ul>		
<b>EDUCATIONAL BACKGROUND:</b> <ul style="list-style-type: none"><li>At least Bachelor's/College Degree in any field of Engineering, IT, Computer Science and/or related courses</li></ul>		
<b>EXPERIENCE/ TRAINING:</b> <ul style="list-style-type: none"><li>At least 1 year relevant experience, preferably in project management</li></ul>		

<b>SKILLS AND ABILITIES:</b> <ul style="list-style-type: none"> <li>Planning, implementing, and monitoring projects effectively.</li> <li>Strong interpersonal and communication skills for effective teamwork.</li> <li>Capability to lead project activities, overseeing timelines, resources, and deliverables.</li> <li>Understanding of information systems for harmonization projects.</li> <li>Knowledge of FOI, data protection, and governance policies.</li> <li>Strong skills in preparing clear project documentation, reports, and communications.</li> <li>Ability to analyze complex situations and develop effective solutions.</li> <li>Enthusiasm for staying updated on emerging technologies and industry trends.</li> </ul>											
<b>TEST TO BE ADMINISTERED:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           Flanagan Industrial Test-Planning            Flanagan Industrial Test-Judgement            And Comprehensions         </td> <td style="width: 50%; vertical-align: top;">           Personality/ Intellectual Test            Multiphasic Personality Inventory            Others _____         </td> </tr> </table>			Flanagan Industrial Test-Planning Flanagan Industrial Test-Judgement And Comprehensions	Personality/ Intellectual Test Multiphasic Personality Inventory Others _____							
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<b>APPLICANTS TO BE REFERRED TO:</b> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 50%; text-align: center;">_____</td> <td style="width: 10%; text-align: center;">for</td> <td style="width: 40%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">for</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">for</td> <td style="text-align: center;">_____</td> </tr> </table>			_____	for	_____	_____	for	_____	_____	for	_____
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<b>REQUISITIONED BY:</b>  <div style="text-align: center; margin-top: 20px;">           _____  <b>ALLAN G. ACOSTA</b>            Sr. Science Research Specialist         </div>		<b>ENDORSED BY:</b>  <div style="text-align: center; margin-top: 20px;">           _____  <b>ENGR. JERRY B. MERCADO</b>            Chief Science Research Specialist         </div>									
<b>APPROVED BY:</b>  <div style="text-align: center; margin-top: 20px;">           _____  <b>DR. MA. JOSEFINA P. ABILAY</b>            REGIONAL DIRECTOR         </div>		<b>R E M A R K S</b>									
Approved RFE received by:	REMARKS: (HRRMS)	RFE Permanent/NonP #.									
_____ HR Designate	_____	_____									