



NOTICE OF HIRING

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

Position : **PROJECT TECHNICAL ASSISTANT III
(Contract of Service)**

Item Number : **N/A**

Place of Assignment : **To be stationed at DOST-MIMAROPA, Regional Office,
Technical Services Division, NIMU
Bicutan, Taguig City**

Number of
Vacancies : **One (1)**

Monthly Salary : **₱ 38,694.00**

Minimum Qualifications

Education : **Bachelor's Degree or any Science & Technology-related field**
- Applicants with medical field background will be prioritized.

Experience/Training :

- At least two (2) years of relevant experience (i.e. Project Management, Events Coordination); and
- At least eight (8) hours of relevant training

Eligibility : **N/A**

Competencies :

- Excellent organizational and administrative skills
- Ability to plan and coordinate events efficiently
- Outstanding coordination, communication, and interpersonal skills
- Proficiency in MS Office Suite and other relevant software
- Ability to multitask and prioritize tasks effectively
- Able to adapt to different circumstances and finding innovative solutions
- Attention to detail and accuracy
- Knowledge of financial management principles
- Capability to work effectively with minimal supervision
- Demonstrate professionalism, reliability, and proactive approach during work hours

"Hatid ay makabagong solusyon!"



Job Description:

The employee will perform the following duties and responsibilities **full-time**:

1. Organize/coordinate meetings/activities, prepare MHRDC documents as needed (reference materials, communications and minutes of the meeting);
2. Develop, update, and maintain health R&D databases (researched, human resources, institutions and funding sources);
3. Keep and maintain records of the Consortium;
4. Consolidate, package and submit accomplishment reports, work and financial plans, Gantt chart of activities, progress and financial reports on projects, and activities undertaken by the Consortium;
5. Regularly coordinate with PCHRD on projects and activities undertaken by the Consortium;
6. Facilitate the dissemination of R&D Consortia-related communications and provide support for the execution of governing board meetings;
7. Assist in coordinating with the other regional R&D Consortia;
8. Provide assistance in the Regional Research Development and Innovation Committee (RRDIC) Secretariat; and
9. Perform other duties as may be deemed necessary from time to time.

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Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
MIMAROPA Region

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DOST-MIMAROPA encourages interested and qualified applicant including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to submit and/or send **application letter** and **resume / curriculum vitae** to

ENGR. JERRY B. MERCADO

Chief Science Research Specialist and
OIC-Office of the Regional Director
Department of Science and Technology
MIMAROPA Region
4/F DOST-PTRI Building, Gen. Santos Ave.
Bicutan, Taguig City, Metro Manila

not later than **10 August 2025** through e-mail hr4bapplications.dost@gmail.com with the subject of **Application for PTAssistant III_RO-TSD-NIMU** along with:

- original and photocopies of official school **transcript of records**;
- two (2) pcs. **Passport-size colored ID pictures with a name tag**; and
- **Personal Data Sheet** (download here: <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>);
- **Diploma** for each Bachelor's degree/Master's degree/Doctorate degree earned (if any);
- **Certificate/s of Attendance/Participation/Appearance/Completion** for each training/seminar/workshop/course attended/completed (if any) as stated in your PDS/CV/Resume; and
- **Certification/s or other pertinent documents** to support awards and/or recognition received/conferred (if any) as stated in your PDS/CV/Resume; and
- **Certificate/s of Employment** for each employment (if any) you stated in your PDS/CV/Resume (except for current employment).
- **Performance Rating** during the last 2 rating period.
- **Certificate/s of Eligibility/License/Rating** for each Eligibility/License (if any) you stated in your PDS/CV/Resume.

Notes:

- Applications with incomplete documents shall not be entertained.
- Only those shortlisted candidates will be contacted for interviews.

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Postal Address
Telefax no.
URL
E-mail Address

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