



Republic of the Philippines


DEPARTMENT OF SCIENCE AND TECHNOLOGY



MEMORANDUM

MAR 22 2021

For: **Heads of DOST Agencies and Regional Offices**

From: 
RENATO U. SOLIDUM, JR.
Undersecretary for S&T Services
and Chairperson, ALS Director Search Committee

Subject: Notice of Vacancy for ALS Director Position

Date: 16 March 2021

May we request your assistance in disseminating the information about the vacant Director IV position at the Administrative and Legal Services (ALS)? We are accepting application until April 15, 2021. Attached is the "Announcement of Vacancy" for your reference. Thank you.

Encl: a/s

OUSECSTS-21-00217

Department of Science and Technology
Director IV (1 vacancy)

Monthly Salary: PhP142,683.00

Salary Grade: (SG-28)

Item # **OSEC-DOSTB-DIR4-4-2008**

Place of Assignment: Administrative and Legal Service (ALS) – DOST
Bicutan, Taguig City

Qualification Requirements

Education	: Master's Degree in Public Administration, Sciences, Engineering, and other appropriate disciplines, Bachelor of Law with corresponding BAR eligibility. Doctoral degree is an advantage.
Training	: At least forty (40) hours of training in one or a combination of the following: Management, Public Administration, Strategic Planning, Organizational Development, Program Management and other related disciplines.
Experience	: At least five (5) years of relevant experience in one or a combination of the following: Supervisory/Management, Public Administration, Strategic Planning, Organizational Development, Program Management and other related disciplines.
Eligibility	Career Service Executive Eligibility (CSEE)/ Career Executive Service (CES) In the absence of said eligibility, the candidate should be willing to undergo the process of obtaining eligibility within one (1) year from assumption of duty.
Others	High level of competencies in the following: results orientation, planning and organizing, judgment and decision-making, change and innovation, influencing, leading and developing people, communication, collaboration and teamwork, monitoring and evaluation, outcome and impact analysis, systems analysis; Ability to seek and build strategic alliance and/or partnership with private and government institutions including academe, both local and international to further the organization's goals. Filipino citizen, with good moral character, no pending administrative, civil or criminal case; in good health

Compensation Package:

Monthly Salary at SG-28

Mandatory allowances such as but not limited to:

- Representation Allowance and Transportation Allowance
- Personal Economic Relief Allowance
- Mid-Year and Year-End Bonuses, and Cash Gift
- Uniform Allowance

Allowable benefits under Magna Carta for Scientists, Engineers, Researchers, and other S&T Personnel in the Government (RA 8439)

Other benefits that may be provided by law.

Application Requirements (6 copies):

1. Application letter
2. Duly accomplished Personal Data Sheet (CS FORM 212, Revised 2017)
3. One (1) 2 x 2 colored picture
4. Essay on vision for DOST-ALS
5. List of two (2) references
6. Photocopy of Official Transcript of Records and Diploma
7. Photocopy of certificate of eligibility
8. List of relevant trainings attended.
9. For GOVERNMENT EMPLOYEES: Service records, Statement of actual duties and responsibilities; copy of latest Performance Evaluation.

Shortlisted applicants will be required to take a psychological examination. Clearances from agencies such as but not limited to National Bureau of Investigation (NBI), Civil Service Commission (CSC), Ombudsman and Sandiganbayan will be required to those candidate/s who will be recommended/endorsed by the Search Committee to the Appointing Authority.

Please submit application letter together with the application requirements to:

Usec. RENATO U. SOLIDUM, JR.

Chairperson, Search Committee for Director IV-ALS
Department of Science and Technology (DOST)
Gen. Santos Ave., Bicutan, Taguig City
email: ousec.sts@dost.gov.ph

Tel. numbers: (02) 8837-7494/ 8837-2071 local 2006/2530

Deadline of Submission of Application: 15 April 2021