



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY



JUN 21 2023

MEMORANDUM

FOR : **All Heads of DOST Sectoral Councils,
Attached Agencies, and Regional Offices**

FROM : *Op maluco*
ATTY. ANGELY P. MEDALLE-ALVIAR
Director IV, Administrative and Legal Service

DATE : 16 June 2023

SUBJECT : **Posting of Vacant Administrator III of DOST-PAGASA**

May we request your favorable consideration for the posting of the attached notice of vacancy for the position of **ADMINISTRATOR III/SG-30**, Item No. PAGASAB-AD3-1-2020), **Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)**, in your respective bulletin boards and agency websites.

Thank you.



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DEPARTMENT OF SCIENCE AND TECHNOLOGY

**Philippine Atmospheric, Geophysical and Astronomical Services
Administration (PAGASA)**

ANNOUNCEMENT OF VACANCY

The Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), attached to the Department of Science and Technology (DOST) and mandated to (1) provide adequate, up-to-date data, and timely information on atmospheric, astronomical and other weather-related phenomena using the advances in the realm of science to help government and the people prepare for calamities caused by typhoons, floods, landslides, storm surges, extreme climatic events, and climate change, among others, to afford greater protection to the people; (2) provide science and technology-based assessments pertinent to decision-making in relevant areas of concern such as in disaster risk reduction, climate change adaptation and integrated water resources management, as well as capacity building; (3) ensure that the country fulfills its commitments to international meteorological and climate change agreements, is in need of:

ADMINISTRATOR III

(Plantilla Item: PAGASAB-AD3-1-2020, SG-30)

Brief Function of the Position:

- Manages PAGASA's overall operations;
- Manages plans, programs, and activities for the implementation of Agency's mandate;
- Leads the Agency in the modernization of network observing systems and provides guidance in the acquisition of equipment and establishment of meteorological and hydrological telecommunication information system;
- Integrates policies to enhance programs, operating procedures and systems necessary to exercise essential functions of the Agency;
- Leads the enhancement of PAGASA advocacy program for Executive, Legislative Branches of the government including LGUs, and a proactive system to alert the government, media and general public on implementing extreme weather events;
- Promotes and maintains linkages with government and non-government agencies and private organizations;
- Manages institutional resources to the fullest with effectiveness, efficiency, and economy; and
- Generates resources for the operations of the Agency.

Qualification Standards:

- Filipino Citizen
- Must have **at least**:
 - Master's degree in Meteorology or related fields of study;
 - Five (5) years of supervisory / management experience;
 - Five (5) years of experience in Meteorology, Geophysics, Astronomy, or allied sciences;
 - 120 hours of supervisory/management learning and development interventions
- Career Service Executive Eligibility (CSEE)/ Career Executive Service (CES). In the absence of CES or CSEE eligibility, the candidate must apply for eligibility within one year from assumption to duty;
- Must not have been convicted of any administrative offense or crime; and
- Must be of good health.

The applicants should exhibit advanced leadership competencies on the following:

- Building collaborative and inclusive working relationship;
- Managing performance and coaching for results;
- Leading change;
- Thinking strategically and creatively;
- Creating and nurturing a high performing organization

"tracking the sky...helping the country"

Science Garden Compound, BIR Road, Brgy. Central, Quezon City,
Metro Manila, Philippines 1100

Tel. No. (02) 8284-08-00
Website: <http://bagong.pagasa.dost.gov.ph>

122-23-03069

Compensation Package:

Monthly salary of SG-30-Step 1; Representation Allowance, PERA and Additional Compensation, and other allowable benefits such as those provided under the Magna Carta for Scientist, Engineers, Researchers, and other S&T Personnel in Government (RA 8439)

Selection Criteria:

- I. Accomplishments
- II. Relevant Education (relevant to the position applied for)
- III. Relevant Management Experiences
- IV. Relevant Training
- V. Job Competency (Core, Leadership and Technical)
- VI. Personal Qualities and Attributes

Documents to be submitted together with the application letter:

- Personal Data Sheet (CS Form No. 212, revised 2017) and Work Experience Sheet (Attachment to CS Form No. 212);
- Updated service record for those who served in the government;
- Performance Evaluation for the last two (2) rating periods;
- Notarized affidavit indicating that the applicant has not been convicted of any administrative offense and/or crime must be submitted. If the applicant has a pending civil, administrative, and/or criminal case or was a party to any of these cases in the past, such fact must be disclosed;
- Medical certificate issued by a licensed government physician;
- 2 x 2 ID photo (2 pcs);
- Supporting documents such as a certified true copy of training certificates, awards received, documentation of accomplishments, and others.
- An essay presenting the vision, proposed plans and programs for PAGASA in Word format and not more than 1,000 words stating the following: description; persons involved, and timeframe.

Shortlisted applicants shall be required to undergo psychological examination prior to the interview. In addition, the chosen applicant shall be required to submit clearances from NBI, Civil Service Commission, Ombudsman, and Sandiganbayan.

PAGASA adheres to the existing policy of no discrimination based on gender identity, sexual orientation, persons with disability, religion and/or indigenous group membership in the implementation of its recruitment, selection, and placement.

All interested and qualified should apply and signify their interest in writing and advised to forward soft copies of their documents thru pagasarecruitment@gmail.com and original copies through courier.

Please address application to:

MARIDON O. SAHAGUN
Undersecretary for Scientific and Technical Services
and Chairperson, Search Committee

Applications must be sent to this address:

Committee Secretariat: Human Resources Management and Development Section
Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)
Science Garden Compound, BIR Road, Brgy., Central, Quezon City 1100

Deadline of submission of application: 30 June 2023

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Metro Manila, Philippines 1100

Tel. No. (02) 8284-08-00
Website: <http://bagong.pagasa.dost.gov.ph>

PHILIPPINE ATMOSPHERIC GEOPHYSICAL AND ASTRONOMICAL SERVICES ADMINISTRATION

Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE ATMOSPHERIC GEOPHYSICAL AND ASTRONOMICAL SERVICES ADMINISTRATION in the CSC website:

Esperanza O. Cayanan
ESPERANZA O. CAYANAN, Ph.D.

Administrator

Date: June 06, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrator III	PAGASAB-AD3-1-2020	30	189,199.00	Master's Degree in Meteorology or related fields of studies.	120 hours of supervisory / management learning development interventions	Five (5) years of supervisory/ management experience & have at least five (5) years experience in Meteorology, Geophysics, Astronomy, or allied sciences	Career Service Executive Eligibility (CSEE) / Career Executive Service (CES)		Central Office - Office of the Administrator

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **June 30, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last two rating periods (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records, Diploma, and training certificates.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARIDON O. SAHAGUN

Usec. for S&T Svcs. & Chairperson, Search Committee

PAGASA Science Garden, BIR Road, Diliman, Quezon City 1101

pagasarecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.