

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Request for Publication of Vacant Positions

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

RECEIVED

Office/Unit: CSC FO La Union

Transaction No. LUFO 22-1887

Date and Time: 06.22.2022/02:42

Received by: michell

Remarks:

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position/s, which are authorized to be filled, at the DEPARTMENT OF SCIENCE AND TECHNOLOGY in the CSC website:

ATTY. JASMIN C. BAÑEZ
Acting HRMO

Date: June 21, 2022

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	Administrative Officer V (Cashier)		18	45,203.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Attention to detail; customer service; preparation of financial reports, payroll & remittances; record management; Interpersonal Skills; Service Delivery; and Communication	DOST Regional Office

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 **July 4, 2022**.

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 (please attach supporting documents e.g., certificates for training, awards and units earned, etc.);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

This office highly encourage all interested and qualified applicants including PWD candidates, member of Indigenous Communities, and those from any Sexual Orientation and Gender Identities (SOGI).

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

ATTY. JASMIN C. BAÑEZ
Chief Administrative Officer and Acting HRMO
DMMMSU MLU Campus, Catbangan, City of San Fernando, La Union
hr@region1.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.