



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY




JAN 18 2021

MEMORANDUM

FOR : DR. NANCY A. BANTOG, DOST-CAR
MR. JOSE B. PATALINJUG, III, DOST-NCR
DR. ARMANDO Q. GANAL, DOST -I
ENGR. SANCHO A. MABBORANG, DOST-II
DR. JULIUS CAESAR V. SICAT, DOST-III
Ms. EMELITA P. BAGSIT, OIC, DOST-CALABARZON
DR. MA. JOSEFINA P. ABILAY, DOST-MIMAROPA
MR. ROMMEL R. SERRANO, DOST-V
ENGR. ROWEN R. GELONGA, DOST-VI
ENGR. JESUS F. ZAMORA, JR., OIC, DOST-VII
ENGR. ERNESTO M. GRANADA, DOST-VIII
MR. MARTIN A. WEE, DOST-IX
MR. ALFONSO P. ALAMBAN, DOST-X
DR. ANTHONY C. SALES, DOST-XI
ENGR. SAMMY P. MALAWAN, OIC, DOST-XII
MS. DOMINGA D. MALLONGA, DOST-CARAGA

ATTENTION : Administrative Officers / Personnel Officers

FROM : 
DR. DIANA L. IGNACIO
Assistant Secretary for Human Resources Management,
Management Services, and Special Concerns

DATE : 13 January 2021

SUBJECT : **POSTING OF ANNOUNCEMENT OF VACANCY**

May we request your favorable consideration for the posting of the attached Notice of Vacancy in the Department of Science and Technology – Central Office for the vacant position of **DIRECTOR IV (SG-28), Item No. OSEC-DOSTB-DIR4-5-2008**, under the **Financial and Management Service, DOST Central Office**, in your respective agency bulletin boards and websites.

Please be informed that the deadline for submission of applications is on 05 February 2021.

Thank you.



NOTICE OF VACANCY

Notice is hereby given that the DOST-Director IV (SG-28) position of the Financial and Management Service (FMS) is vacant. The aforesaid position is proposed to be filled up immediately.

Qualification Requirements:

- Education: Master's Degree in relevant fields (e.g. Financial Management, Public Administration, Business Administration, etc.) or Certificate in Leadership and Management from CSC; and Certified Public Accountant
- Work Experience: At least three (3) years of extensive work experience in Financial management two (2) years of which shall be in supervisory or managerial level.
- Relevant Training: At least 120 hours of relevant training in the last five (5) years, 40 hours of which are supervisory/managerial trainings.

Brief Description of Duties and Responsibilities:

The Director is in charge of the over-all management and supervision of the Financial and Management Service (FMS) which is "responsible for providing the Department with efficient and effective staff advice and assistance on budgetary, financial and management improvement matters."

Among the responsibilities of the FMS Director are as follows:

- Supervises the performance of Divisions under FMS namely, Budget Division (BD), Accounting Division (AD), and Management Division (MD);
- Renders advisory/consultative service and/or assistance regarding financial matters to DOST top management, services, and units of DOST-CO and all attached agencies/regional offices;
- Reviews, analyzes and recommends the DOST program of expenditures, allocation and releases of funds for approval of the Secretary;
- Reviews, validates and endorses for the Secretary's approval monthly, quarterly and other consolidated reports of DOST OSEC and attached agencies as required by various oversight bodies;
- Liaises with various offices (e.g. DBM, COA, Senate, House of Representatives, etc.);
- Approves and ensures timely processing of payments and remittances;
- Undertakes other works as may be assigned.

Documentary Requirements:

1. Application Letter;
2. Updated curriculum vitae to include work experience/s, duties and responsibilities and three (3) references (names and contact details);
3. NBI Clearance;
4. Self-Certification of No Pending and No Conviction of any administrative and criminal charges (form attached);
5. One 2x2 ID Photo; and
6. Essay on the applicant's vision and strategies in the management and supervision of the Financial and Management Service (FMS) including suggestions on how to improve its operational efficiency and effectiveness (not more than two pages).

Please submit all application documents to:

MARIDON O. SAHAGUN

Assistant Secretary for Finance and Strategic Planning, and
Chairperson, Search Committee for FMS Director

3rd Flr., EPDC Bldg., MIRDC Complex, Gen. Santos Ave., Bicutan, Taguig City

Email: oasec.fsp@dost.gov.ph

Deadline for submission of application is on **05 February 2021.**


MARIDON O. SAHAGUN

Assistant Secretary for Finance and Strategic Planning, and
Chairperson, Search Committee for FMS Director



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

TO: CIVIL SERVICE COMMISSION (CSC)

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


JESSICA L. MORAL
Supervising Administrative Officer and OIC, Personnel Division
Date: 13-Jan-21

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	Director IV	OSEC-DOSTB-DIR4-5-2008	28	142683	Bachelor's degree, preferably with Master's degree in Financial Management, Public Administration and other related fields, OR Certificate in Leadership and Management (C-Pro) from the Civil Service Commission	None required; preferably with 120 hours of relevant training in the last five (5) years, 40 hours of which are supervisory/ managerial training	Three (3) years of supervisory experience; preferably with three (3) years of extensive work experience in Financial Management, two (2) years of which shall be in supervisory or managerial level	Career Service Executive Eligibility (CSEE) / Career Executive Service (CES); Certified Public Accountant (CPA)	n/a	Office of the Director, Financial and Management Service

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 February 5, 2021.

1. Application Letter
2. 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;
3. Updated Curriculum Vitae to include work experience/s, duties and responsibilities, and three (3) references (with names and contact details);
4. Valid NBI clearance
5. Notarized Self-Certification of No Pending and No Conviction of any administrative and criminal charges;
6. One (1) 2 x 2 colored picture
7. Essay on the applicant's vision and strategies in the management and supervision of the Financial and Management Service including suggestions on how to improve its operational efficiency and effectiveness (not more than two pages);
8. Photocopies of Official Transcript of Records and Diploma
9. Photocopy of Certificate of Eligibility
10. List of relevant trainings attended
11. For GOVERNMENT EMPLOYEES: Service records, Statement of Actual Duties and Responsibilities, and Copy of Latest Performance Evaluation

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

ASSISTANT SECRETARY MARIDON O. SAHAGUN

Chairperson, Search Committee for FMS Director

3F EPDC Bldg., MIRDG Compound, Gen. Santos Ave., Bicutan, Taguig City

ossec.fsp@dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.