

### FOR IMMEDIATE HIRING

The Department Legislative Liaison Office, Department of Science and Technology – Central Office, is inviting qualified applicants to apply to the vacant positions as stated below:

**Position :** SCIENCE RESEARCH SPECIALIST I / SG-13  
**Employment Status :** Full-Time, Contract of Service  
**Period :** February to December 2021  
**Monthly Salary :** P 32,104.80

#### Qualification Requirements

**Education:** Bachelor's degree relevant to the job  
**Work Experience:** At least two (2) years of relevant experience  
**Training:** At least eight (8) hours of relevant training

#### Key Functions:

- a. Provides staff assistance to the Legislative Advocacy Program for DOST Priority Science and Technology Legislative Measures for the 18th Congress;
- b. Prepares and drafts reports, correspondence, and other staff studies of the Director;
- c. Keeps and maintains security of confidential files, records, and other documents;
- d. Interviews callers or visitors and refers them, whenever indicated, to other units of the DOST;
- e. Assists the Office of Director on Legislative Liaison Matters; and
- f. Performs such other duties as may be assigned from to time.

Interested and qualified applicants, including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities, are advised to submit copies of the following documentary requirements **on or before 20 February 2021**:

1. Letter of Application
2. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with latest 2 x 2 ID picture and Work Experience Sheet
3. Copies of Diploma and Transcript of Records
4. Certificate of Training/Seminars attended
5. Three (3) character references

Please address your letter of application to:

  
**MS. LITA S. SUERTE FELIPE**  
Director III  
Department of Science and Technology  
2/F MIRDC Titanium Building, MIRDC Compound  
Gen. Santos Ave., Bicutan, Taguig City

For more information, please contact DOST-DLLO at telephone number (02) 8837 2071 local 2046, or through email at [dllo@dost.gov.ph](mailto:dllo@dost.gov.ph).