

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 position/s, which are authorized to be filled, at the DEPARTMENT OF SCIENCE AND TECHNOLOGY in the CSC website:

RECEIVED

Office/Unit: CSC FO La Union

Transaction No. LUFO- 23 - 0294

Date and Time: 02.13.2023 / 04:30

Received by: *initially*

Remarks: *ATTY. JASMIN C. BANEZ*
Acting HRMO

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

Date: February 13, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards			Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
				Education	Training	Experience							
1	Administrative Officer V (Budget)		18	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	46,725.00				Career Service Professional / Second Level Eligibility	Attention to detail; customer service; knowledge in fiscal planning and budget allocation; Preparation of budget plans and annual budget submissions; participation in budget hearings and approval procedures; oversight of budget execution; ensuring desirable budget outcomes; 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 **February 27, 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 (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).

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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
DMMSU MLU Campus, Catbangan, City of San Fernando, La Union
hr@region1.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.