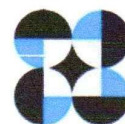


DEPARTMENT OF SCIENCE AND TECHNOLOGY
Regional Office No. I
FINANCE AND ADMINISTRATIVE SERVICES
Human Resources Development

REQUISITION FOR EMPLOYEE

POSITION TITLE: Science Research Analyst		
Division: <u>Field Operations</u> Section: _____ Lab./Shop/Unit/Group: _____		
C.Y. 2023 Item No.: _____ Level: _____ Rate: ₱ <u>30,527.00</u> /mo. ₱ _____/yr.		
NATURE OF POSITION:		
New: <u> </u>		
Replacement: <u> </u>		Person to be Replaced: _____
NATURE OF EMPLOYMENT:		
Permanent: _____		
Temporary: _____		
Contractual: <u> </u>		
Name of Project: _____		No. of Months Needed: _____
Name of Project: <u>iSTART</u>		No. of Months Needed: <u>3</u>
(renewable based on performance)		
EARLIEST STARTING DATE: <u>April 17, 2023</u>		
SEX: _____		Male _____ Female _____ Either <u> </u>
DUTIES AND RESPONSIBILITIES (State briefly):		
1. Coordinate/assist in the national implementation, assessment, monitoring, and evaluation of the iSTART Program 2. Perform tasks related to the preparation of projects and activity proposals, documentary reports, and progress/financial reports (quarterly/semi-annual/annual) 3. Organize the conduct and logistics of national coordination meetings, workshop and trainings 4. Assist in the development of local Science, Technology and Innovation (STI) Plans or mainstreaming STI in local development plans (i.e., DP/PDPFP) 5. Assist the Program Coordinator in maintaining an M&E scheme for program implementation and provide support in supervising personnel in all regions in implementing such scheme 6. Perform other functions that may be assigned from time to time by the Regional Director and immediate supervisor.		
JUSTIFICATION FOR HIRING EMPLOYEE: To monitor the implementation of the iSTART program in the 2 Province of the region.		
EDUCATIONAL BACKGROUND: BS in Public Adm./Mgt., Human Ecology, Land Use/Environmental/ Urban and Regional Planning, or Dev't Mgt./Governance or any related course		
EXPERIENCE/TRAINING: 1. W/ background experience in development planning with LGU 2. Preferably with experience in Project Dev't and Mgt. 3. Fluent in oral and written English and Filipino communication 4. W/ good technical writing skills 5. W/ good coordination, linkage and management skills 6. W/ strong and effective leadership skills		
TEST TO BE ADMINISTERED: Written Examination and Interview		
APPLICANTS TO BE REFERRED TO:		
_____	for	_____
_____	for	_____
_____	for	_____
REQUISITIONED BY: _____		
ENDORSED BY: _____		
GINEE R. TACASA Science Research Analyst		ADELISA C. FLORENDO OIC, ARD for Field Operations
APPROVED BY: _____		REMARKS
DR. TERESITA A. TABAOG OIC, REGIONAL DIRECTOR		
Approved RFE received by: _____	REMARKS: (HRRMS)	RFE # _____
ATTY. JASMIN C. BANEZ HRM Officer		

WE ARE HIRING



(1) SCIENCE RESEARCH ANALYST

Project Title: Innovative, Science, and Technology for Regional Technology-based development (iSTART) National Component

Office Assignment: DOST Regional Office

Salary: SG 11 (PHP 30,527.00)

Course Required: BS in Public Administration/ Management, Human Ecology, Land Use/ Environmental/ Urban and Regional Planning, or Development Management/ Governance

Deadline of Submission: April 10, 2023

QUALIFICATIONS

- With background experience in development planning with LGU;
- Preferably with experience in Project Development and Management;
- Fluent in oral and written English and Filipino communication;
- With good technical writing skills
- With good coordination, linkage and management skills
- With strong and effective leadership skills

DUTIES AND RESPONSIBILITIES

- Coordinate/ assist in the national implementation, assessment, monitoring, and evaluation of the Innovation, Science, and Technology for Accelerating Regional Technology-based Development (iSTART) Program
- Perform tasks related to the preparation of project and activity proposals, documentary reports, and progress/ financial reports (quarterly/semi-annual/annual)
- Organize the conduct and logistics of national coordination meetings, workshop and trainings.
- Assist in the development of local Science, Technology, and Innovation (STI) Plans or mainstreaming STI in local development plans (i.e., CDP/PDPFP)
- Assist the Program Coordinator in maintaining an M&E scheme for program implementation and provide support in supervising personnel in all regions in implementing such scheme; and
- Perform other functions that may be assigned from time to time by the Regional Director and immediate supervisor.

