



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

**MEMORANDUM**

**FOR : FORTUNATO T. DELA PEÑA**  
Secretary

**FROM : ROBERT O. DIZON**  
Executive Director, MIRDC and Team Leader, Internal Audit Team  
on the Staffing Pattern of the DOST CO Executive Offices, Services and  
Divisions/Units

**SUBJECT : 3<sup>rd</sup> INTERIM AUDIT REPORT ON THE STAFFING PATTERN OF THE  
DOST CO EXECUTIVE OFFICES, SERVICES AND DIVISIONS/ UNITS**

**DATE : 27 December 2017**

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In compliance with the DOST Special Order No. 614 dated 17 August 2017, we are respectfully submitting the 3<sup>rd</sup> Interim Report of the Audit Team tasked to review the Staffing Pattern of the DOST CO Executive Offices, Services and Divisions/Units. The report contains the initial findings/observations and recommendations of the Offices of the Undersecretaries for Disaster Risk Reduction and Climate Change (DRRCC); Regional Operations (RO); Research and Development (R&D) and Scientific and Technical Services (STS).

To date, the Audit Team is in the process of writing-up the report for the rest of Offices of the Assistant Secretaries, Office of the Secretary and the Services.

For your information please.

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### 3<sup>rd</sup> INTERIM AUDIT REPORT

#### STAFFING PATTERN OF THE DOST-CO EXECUTIVE OFFICES, SERVICES AND DIVISIONS/UNITS

##### *OFFICE OF THE UNDERSECRETARIES (OUSEC-R&D, OUSEC-STS, OUSEC-RO and OUSEC-DRRCC)*

#### LIST OF ANNEXES

ANNEX	DOCUMENT/REFERENCE
A	Appointment Letter of Undersecretary Renato U. Solidum, Jr. dated February 17, 2017
B	Personal Services Itemization and Plantilla of Personnel (PSIPOP) of the Office of the Undersecretary for Research and Development
C	Personal Services Itemization and Plantilla of Personnel (PSIPOP) of the Office of the Undersecretary for Science and Technology Services
D	Personal Services Itemization and Plantilla of Personnel (PSIPOP) of the Office of the Undersecretary for Regional Operations
E	DBM Letter dated October 27, 2017 on the creation of one (1) EA IV/SG-22 and three (#) EAIII/SG-20 positions  NOSCA No. 0002017-09-021
F	DOST Special Order No. 153, s. 2017 Designation of Undersecretary Renato U. Solidum, Jr. as OIC, PHIVOLCS
G	DOST Administrative Order No. 006, Revised Functional Areas of Responsibilities of DOST Undersecretaries and Assistant Secretaries
H	DBM Letter dated September 30, 2008 - Approval of DOST-CO Rationalization Plan
I	a) Appointments: EA Salazar, RLG Lopez, RB Atienza, and HD Casta  b) PSIPOPs
J	DOST Special Order No. 01, 036, 190 and 432 series of 2017 for the detail of Rowena Montecer, Ramon Logarta, Esmeralda Demafelix and Corlita Canilao
K	Actual Duties and Responsibilities of personnel from OUSEC-RO