

Duties and Responsibilities

Acting Director

Takes primary responsibility for the development and management of the planning and evaluation system of the Department of Science and Technology; leads in the formulation of national-level science and technology policies and plans; the development and maintenance of the S&T statistical indicators, specifically initiating cost-effective approaches and strategies, in generating the required S&T databases; the development of the system for coordination, monitoring and evaluation of the Department's programs and projects, specifically in terms of setting up standards and guidelines; and represents the Department and articulates S&T policies in government planning, policymaking, coordination and oversight bodies and doing administrative functions for Central Office.

DUTIES AND RESPONSIBILITIES

Administrative Assistant I (SG-7)

1. Provides staff assistance to the Service Chief in the performance of duties.
2. Prepares and drafts reports, transcribe minutes and other staff studies for the consideration of the Service Chief.
3. Keeps and maintains security of confidential files, records and other documents.
4. Interviews callers or visitors and refers them, whenever indicated to appropriate officials or units of the DOST.
5. Records incoming and outgoing correspondence received and released.
6. Types correspondence, reports and such other documents needed in carrying out the duties and functions of the Office.
7. Performs such duties as may be assigned from time to time.

Duties and Responsibilities

Administrative Aide I

1. Performs a variety of manual tasks such as packing, loading, unloading of delivery supplies, materials and equipment.
2. Collects and delivers intra and inter office correspondences and documents.
3. Maintains in an orderly manner stock of supplies, materials and forms.
4. Run errands
5. May perform simple clerical tasks.
6. Maintains cleanliness of office desks, cabinets, furnitures and other office equipment.
7. Performs such other tasks as may be assigned from time to time.