



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Malacanang, Manila

SEP 30 2008

UNDERSECRETARY FORTUNATO T. DELA PEÑA
Chairman, Change Management Team
Department of Science and Technology (DOST)
General Santos Avenue, Bicutan
Taguig City

Sir:

We are pleased to inform you of the approval of the Rationalization Plan of the **DOST Central Office (CO)**, **Regional Offices (ROs)**, and the **Philippine Textile Research Institute (PTRI)** which was submitted to this Department pursuant to Executive Order No. 366 dated 4 October 2004.,

The highlights of the Plan, the findings/evaluation of this Department on the matter, as well as the revised organizational structure and staffing pattern are shown in Annexes A to C. The Notice of Organization, Staffing, and Compensation Action (NOSCA), which reflects the revised staffing pattern of the DOST CO/ROs and the PTRI, shall be issued later by the Department of Budget and Management (DBM).

The Rationalization Plan of the DOST CO/ROs and the PTRI, as approved, could be immediately implemented upon receipt of this letter.

We suggest that the amount of incentives due to the personnel who would avail of the retirement/separation benefits under the Program, which would be available within two (2) months from approval of the Plan of the DOST CO/ROs and PTRI, be computed and submitted to this Department. The DBM would process the payment of incentives of affected personnel upon submission of said documents.

Moreover, may we request that the DOST facilitate the immediate submission to the Civil Service Commission of the list of priority agencies for reassignment of the affected personnel who opted to be placed to other agencies needing additional personnel.

DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST) RATIONALIZATION PLAN

I. DOST Mandate and Functions

- 1.0 The DOST is responsible for the formulation and implementation of policies, plans, programs and projects for the development of science and technology (S&T). As such, it is mandated to perform the following functions:
- a. Formulate and adopt a comprehensive National Science and Technology Plan, including specific goals, policies, plans, programs and projects;
 - b. Promote, assist, and where appropriate, undertake scientific and technological research and development in those areas which are determined to be vital to the country's development and offer optimum returns for the resources employed;
 - c. Promote the development of indigenous technology, and the adaptation and innovation of suitable imported technology, and in this regard, undertake technology development up to the commercial stage, preferably in joint venture with the private sector or with public agencies;
 - d. Undertake policy research, technology assessment studies, feasibility studies and technical studies;
 - e. Undertake design and engineering work to complement its research and development functions;
 - f. Promote, assist, and where appropriate, undertake the transfer of the results of scientific and technological research and development to their end-users;
 - g. Promote, assist, and where appropriate, undertake technological services needed by agriculture, industry, transport and the general public;
 - h. Develop and maintain an information system and databank on science and technology for use by both the public and private sectors;
 - i. Develop and implement, together with other entities concerned, programs for strengthening scientific and technological capabilities in relevant disciplines through manpower training, and through infrastructure and institution building and rationalization, in both the public and private sectors; and
 - j. Promote public consciousness of science and technology.
- 2.0 The DOST is headed by a *Secretary* and assisted by *three (3) Undersecretaries* for research and development (R&D), regional operations, and scientific and technical services, and *three (3) Assistant Secretaries*.

Specifically, the CO and 15 ROs have 169 and 423 authorized positions, of which 146 and 402 are filled at the start of the effort, respectively. The rest of the DOST positions are in the five (5) Sectoral Planning Councils, seven (7) Research and Development (R&D) Institutes, six (6) Science and Technology (S&T) Services, and two (2) Advisory Bodies.

On the other hand, the **PTRI has 151 filled positions** and a PS budget of **P34,944,216²** at the start of its rationalization effort in October 2005.

- 7.0 As a general policy of the Department, savings to be generated from the rationalization effort of all its constituent units would be pooled to fund any deficiency in the requirements of the proposed personnel actions for new units in the CO, ROs, PSHS, SEI and the ASTI. The remaining savings that would be generated from the effort would be distributed proportionately to the agencies in accordance with the savings they generated.

II. Highlights of the Rationalization Plan

- 8.0 In general, the DOST RP is guided by the following principles and objectives:
- a. Focus on its vital/core functions and its major final outputs that are directly linked to the priority programs and projects under the 10-point agenda of the Arroyo Administration;
 - b. Improve on the quality and efficiency of the DOST and its constituents units' outputs and services by eliminating/minimizing overlaps and duplication and by rationalizing the Department's service delivery and support systems, organizational structure and staffing;
 - c. Improve on the accountability of the DOST and its agencies for performance and results; and
 - d. Implementation of programs and projects within allowable resources.

- 9.0 The DOST would continue to perform its core functions of formulating and implementing policies, plans, programs, and projects for the development of science and technology and promoting scientific and technological activities. It would, however, focus its research and development activities on areas where the government has natural and human resources advantage and on the required services of the micro, small and medium enterprises (MSMEs) to improve their competitive advantage in the global market. The information-related activities would likewise be strengthened to communicate the S&T programs to the various stakeholders.

The provision, however, of technological services which are already being adequately provided by the private sector would be gradually phased out.

² Based on filled and funded vacant positions

Provision of quality science and technology services - the continual provision of a wide range of S&T services such as testing and calibration (R&D Institutes/ROs), regulation and licensing (Philippine Nuclear Research Institute), weather forecasting (Philippine Atmospheric, Geophysical and Astronomical Services Administration) and earthquake and volcano warning and monitoring (Philippine Institute of Volcanology and Seismology).

12.0 *Organizational Modifications*

A. CO/ROs

- 12.1 Creation of an **Internal Audit Service (IAS)** directly under the Office of the Secretary (OSEC), including an Operations and Financial Audit Division (OFAD) under it;
- 12.2 Creation of a **Special Projects Division** under the Office of the Undersecretary for Research and Development;
- 12.3 Abolition of the Medical and Dental Unit under the Administrative and Legal Service (ALS);
- 12.4 Strengthening of the Management Services Division under the Financial and Management Service;
- 12.5 Scaling down of the General Services Division under the ALS;
- 12.6 Transfer of the Information Technology Division (ITD) from the Science and Technology Information Institute (STII) to the Planning and Evaluation Service (PES) in the CO;
- 12.7 Placement of the Department Legislative Liaison Office (DLLO) directly under the supervision of the Office of the Assistant Secretary for Administrative and Legal Affairs;
- 12.8 Institutionalization of the **International Technology Cooperation Unit** and the **S&T Foundation Unit** under the Offices of the Undersecretary for R&D and Regional Operations, respectively.
- 12.9 Operationalization of RO IV-B; and
- 12.10 Renaming of the following Divisions under the PES:
 - 12.10.1 Policy Planning Division **to** Planning Division;
 - 12.10.2 Program Coordination and Monitoring Division **to** Coordination and Monitoring Division; and
 - 12.10.3 S&T Resource Assessment and Evaluation Division **to** Evaluation Division.

13.3 **Transfer of 54 positions**, i.e., eight (8) within the CO, two (2) from the CO to the NCR, 34 from other agencies to the CO and ROs and ten (10) from RO IV-A to RO IV-B.

Two (2) out of eight (8) items for transfer within the CO are proposed to be retitled, to wit: from **Administrative Officer IV** (SG 15, ADOF4-198-2004) to **Planning Officer II** (SG 15) and **Nurse II** (SG 14, NURS2-1-1998) to **Administrative Officer III** (SG 14).

13.4 **Retention of 23 unfunded vacant positions, as follows:**

ITEM NO.	NO.	POSITION TITLE	DEPLOYMENT	Total Annual PS Requirements
CO				
OSEC-DOSTB-ASSCIEN-11-1998	1	Associate Scientist	OSEC	434,008
OSEC-DOSTB-ATSCIEN-10-1998	1	Assistant Scientist		397,994
OSEC-DOSTB-ATSCIEN-11-1998	1	Assistant Scientist		397,994
OSEC-DOSTB-ATSCIEN-14-1998	1	Assistant Scientist		397,994
OSEC-DOSTB-SADOF-207-2004	1	Supervising Administrative Officer	Accounting Division, Financial and Management (FMS)	303,294
OSEC-DOSTB-ADOF-208-2004	1	Administrative Officer III	General Services Division, (GSD) Administrative and Legal Service (ALS)	206,474
OSEC-DOSTB-ADA6-192-2004	1	Administrative Aide VI	Accounting Division, FMS	135,141
OSEC-DOSTB-ADA1-198-2004	1	Administrative Aide I	Office of the Director, Planning and Evaluation Services (PES)	98,694
Sub-total	8			2,371,593
ROs				
OSEC-DOSTB-CSRS-7-1998	1	Chief Science Research Specialist	RO I	397,994
OSEC-DOSTB-SVSRS-1-1998	1	Supervising Science Research Specialist	RO III	303,294
OSEC-DOSTB-SRAS1-7-1998	1	Science Research Specialist I	RO V	196,236
OSEC-DOSTB-SRAS-14-1998	1	Science Research Assistant		159,862
OSEC-DOSTB-SRAS-15-1998	1	Science Research Assistant		159,862
OSEC-DOSTB-SRSRS-14-1998	1	Senior Science Research Specialist		267,786
OSEC-DOSTB-SRAS2-21-1998	1	Science Research Specialist II	RO VI	228,885
OSEC-DOSTB-SRAS1-8-1998	1	Science Research Specialist I		196,236
OSEC-DOSTB-SRAS-17-1998	1	Science Research Assistant		159,862

No.	Position Title	Item No.	From	To
4	Science Aide	SCA-2-1998 SCA-3-1998 SCA-4-1998 SCA-5-1998	RDD	DOST-CAR
1	Science Research Assistant	SRAS-4-1998		Technical Services Division (TSD)
1	Science Research Specialist I	SRAS1-5-1998		RDD
15	TOTAL			

- 13.8 **Abolition of 99 positions**, which include one (1) Director III. Of the 99 items, 71 are funded and 28 are unfunded.
- 13.9 A total of **50 personnel are affected** under the PTRI RP, all of whom opted to avail themselves of retirement/separation benefits.

III. Findings and Evaluation

On Organization

A. CO/ROS

- 14.0 The creation of the IAS with an Operations and Financial Audit Division under it is considered, to assist the DOST management in achieving efficient and effective fiscal administration and performance of its affairs and functions.

Said creation is consistent with *DBM Circular Letter No. 2008-5* dated 14 April 2008 which provides the guidelines in the organization and staffing of an Internal Audit Service/Unit and Management Division/Unit in departments/agencies/government -owned and/or -controlled corporations/government financial institutions.

- 15.0 The creation of a Special Projects Division is actually an upgrading of the Special Projects Unit (SPU) which is presently under the OSEC. As proposed, its elevation to a division-level unit is said to be in view of the scope of its responsibility and accountability.

The SPU, which is headed by a Project Development Officer IV (SG 22) position, is tasked to provide technical and administrative support to the DOST in the management of the DOST Grants-In-Aid (GIA) Program.

Specifically, it is tasked to generate project proposals from proponents from the public and private sectors, evaluate these proposals for funding and recommend action to the GIA Executive Committee, which is headed by the DOST Secretary. It is also tasked to monitor the implementation of the approved projects until the final deliverables are submitted. It likewise conducts impact assessment of completed projects.

In view of the increase in the GIA Fund from P740M in 2007 to P1.2B in 2008, the SPU is anticipating to handle 800 ongoing and new projects this year.

S&T activities for tax exemption purposes, facilitates requests of S&T foundations and non-government organizations for S&T information/technologies and endorses to NEDA the requests of the same for customs-duty exemption of imported equipment and apparatus procured by them.

The staffing complement of both the ITCU and SFU are presently subsumed under the OSEC. Inasmuch as said units perform substantive functions in advancing the cause of S&T, it is appropriate that the ITCU and SFU, while not division-level units, be institutionalized under the Offices of the Undersecretary for R&D, and Regional Operations, respectively.

- 22.0 Per representation, there is a need to establish the DOST RO IV-B to enable the Department to effectively deliver S&T services in the Provinces of Mindoro, Marinduque, Romblon and Palawan (MIMAROPA). As further represented, since the S&T requirements of said Provinces are presently being provided by RO IV-A, the delivery of S&T services to the Calabarzon area could not be given enough focus.

To ensure the efficient delivery of S&T services in MIMAROPA, the establishment of an RO IV-B is considered.

- 23.0 The change in nomenclature of three (3) divisions under the PES is being proposed for them to have "simpler and shorter" names, to wit:

From	To	Functions
Policy Planning Division	Planning Division	<ul style="list-style-type: none">• Formulation of policies, plans and programs• Conduct of research studies
Program Coordination and Monitoring Division	Coordination and Monitoring Division	<ul style="list-style-type: none">• Monitoring and evaluation of S&T programs undertaken by the private and public sectors
S&T Resource Assessment and Evaluation Division	Evaluation Division	<ul style="list-style-type: none">• Monitoring and evaluation of the performance of DOST agencies based on identified outputs and performance indicators• Provision of S&T data as inputs to the formulation of policies and guidelines• Conduct of researches, surveys and analysis of S&T data

While we adhere to the use of a simpler nomenclature, the proposed change in names of the Divisions in the PES would, however, inadvertently lose the essence of their real functions in view of the "generic" nomenclature. It is deemed that their present nomenclature clearly reflect the functions being undertaken by said Divisions.

In this regard, except for the renaming of the **Policy Planning Division** to **Policy Development and Planning Division** to put emphasis on the formulation of policies, the nomenclature of the rest of the Divisions remain.

Please see **Annex B** for the approved revised organizational structure for the CO.

No.	Position Title/SG	Deployment	Remarks
1	Project Development Officer IV/22	NCR	These positions would serve as the initial staffing complement of DOST NCR, which has only been provided with one (1) Director IV item. The NCR Director is presently assisted by one (1) Engineer II and one (1) Clerk III who are on detail from other offices.
2	Administrative Officer V/18		The Project Development Officer IV, Senior Science Research Specialist, Science Research Specialist II and Science Research Specialist I positions would assist the Regional Director in the implementation of S&T policies, programs and projects in the NCR.
1	Science Research Specialist II/16		
1	Science Research Specialist I/13		The Accountant and two (2) Administrative Officer Items would provide the financial and administrative services requirements of said RO.
16	Science Research Specialist II/16	Provincial S&T Centers, CAR, NCR, ROs I, II, III, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI, XII, and XIII	RA 6959 dated 31 July 1990 mandated the creation of a Provincial Center for Science and Technology in all provinces nationwide to primarily identify the needs and opportunities in science and technology in the provinces. As proposed, these positions would be deployed in each Region, to serve as coordinators of the S&T needs of each urban center.
27	<i>Sub-Total</i>		
34	<i>Total</i>		

25.0 *On the transfer of positions*

The transfer of positions between offices in the CO and from other DOST agencies to the CO and ROs, which is intended to strengthen the existing manpower resources of the offices/units concerned, is deemed in order.

Noteworthy to mention is the transfer of two (2) positions from the GSD to the Management Services Division which has only four (4) items.

27.0 *On the transfer and reclassification of positions*

- 27.1 The transfer of one (1) **Administrative Officer IV** item (SG 15) to the Planning Division and its subsequent reclassification to **Planning Officer II** (SG 15) is considered inasmuch as the Incumbent to the position is already performing the duties/responsibilities of a Planning Officer.

The transfer of a **Nurse II** (SG 14) item to the GSD and its subsequent reclassification to **Administrative Officer III** (SG 14) is in order to head the Property Section of the GSD.

- 27.2 The reclassification of the positions of the heads of three (3) service-level units of the DOST, i.e., **from Director III to Director IV**, is consistent with the DBM policy to upgrade the head of Department Services. Said move would require an additional PS cost of **P43,321**, which includes representation and transportation allowance.
- 27.3 From a straight-listed presentation of the staffing complement under the OSEC, the allocated positions for each Official, i.e., Secretary, three (3) Undersecretaries and three (3) Assistant Secretaries, would be separately indicated consistent with the Program Guidelines' maximum allowable number of immediate support positions and the allowable highest Executive Assistant and Administrative Assistant positions for each Official.

This move would likewise show the functional responsibility of each Official and would prevent the transfer of position(s) from one office to another which often results in unequal distribution of personnel.

In this regard, the following Offices are recognized:

- ✓ Office of the Undersecretary for Science and Technology Services
- ✓ Office of the Undersecretary for Research and Development
- ✓ Office of the Undersecretary for Regional Operations
- ✓ Office of the Assistant Secretary for Technology Transfer
- ✓ Office of the Assistant Secretary for Strategic Plans and Programs
- ✓ Office of the Assistant Secretary for Finance, Administrative and Legal Affairs

It is noted that per Program Guidelines, the appointment of those who provide executive assistance, private secretarial and chauffeuring services shall be co-terminus with the official being served.

28.0 *On the hiring of casual/contractual personnel*

Presently, there are four (4) casual and three (3) contractual personnel who are hired for the CO, while a total of 14 contractuels are hired by the 12 ROs.

III. Action

- 31.0 Resulting DOST CO, ROs and PTRI's organizational structure and staffing complement:

Particulars	Office	Existing	Proposed	Recommended
Number of organizational units	CO	14	17	17
Number of ROs	ROs	15	16	16
	PTRI	1	4	4
Number of positions	CO	169	166	160
	ROs	423	470	460
	PTRI	199	89	89

- 32.0 Budgetary Implications:

- 32.1 The new structure for DOST CO/ROs would cost P164,519,770.
- 32.2 The new structure for PTRI would cost P19,212,409.
- 32.3 The DOST and the PTRI would no longer have a lump-sum for casual/contractual/emergency personnel.
- 32.4 The estimated savings of P16,608,644 would be pooled with the savings that maybe generated by the other agencies of the DOST and would be subsequently realigned proportionately to their respective Maintenance and Other Operating Expenses pursuant to the guidelines to be set by the DOST, once the Rationalization Plan of the entire DOST has been approved.

DEPARTMENT OF SCIENCE & TECHNOLOGY CENTRAL OFFICE (SEC)				
RATIONALIZATION PLAN APPROVED STAFFING PATTERN				
ORG CODE/UNIQUE ITEM NUMBER	POSITION TITLE	SG	TOTAL	
			POS	ANNUAL PS*
OSEC-DOSTB-ADAS5-185-1998	Administrative Assistant V	11	1	177,435
OFFICE OF THE ASST SECRETARY FOR STRATEGIC PLANS AND PROGRAMS				
OSEC-DOSTB-OASEC-1-1998	Department Assistant Secretary	29	1	551,248
OFFICE OF THE ASST SECRETARY FOR FINANCE, ADMINISTRATIVE & LEGAL AFFAIRS				
OSEC-DOSTB-OASEC-2-1998	Department Assistant Secretary	29	1	581,543
OSEC-DOSTB-ADAS5-184-2004	Administrative Assistant V	11	1	177,435
Department of Legislative Liaison Office				
OSEC-DOSTB-DLLS-1-1998	Dept. Legislative Liaison Specialist	22	1	324,666
OSEC-DOSTB-DLLS-2-1998	Dept. Legislative Liaison Specialist	22	1	324,666
OSEC-DOSTB-DLLS-3-1998	Dept. Legislative Liaison Specialist	22	1	332,160
OSEC-DOSTB-ADA6-205-2004	Administrative Aide VI	6	1	143,588
TOTAL - USEC/ASEC		9		3,154,372
2. PLANNING & EVALUATION SERVICE (PES)				
OSEC-DOSTB-DIR3-1-1998	Director IV	28	1	514,873
OSEC-DOSTB-ADAS1-199-2004	Administrative Assistant I	7	1	145,754
OSEC-DOSTB-ADA1-198-2004	Administrative Aide I	1	1	98,694
	Sub-total	3		759,321
3. POLICY DEVELOPMENT & PLANNING DIVISION				
OSEC-DOSTB-PLO5-1-1998	Planning Officer V	24	1	421,098
OSEC-DOSTB-PLO4-1-1998	Planning Officer IV	22	1	303,294
OSEC-DOSTB-PLO3-1-1998	Planning Officer III	18	1	284,104
OSEC-DOSTB-PLO3-2-1998	Planning Officer III	18	1	277,808
OSEC-DOSTB-PLO2-1-1998	Planning Officer II	15	1	217,362
OSEC-DOSTB-PLO2-2-1998	Planning Officer II	15	1	227,080
OSEC-DOSTB-ADA4-195-2004	Administrative Aide IV	4	1	126,708
OSEC-DOSTB-ADOF4-198-2004	Planning Officer II	15	1	237,289
	Sub-total	8		2,094,743
4. PROGRAM COORDINATION AND MONITORING DIVISION				
OSEC-DOSTB-PDO5-1-1998	Project Development Officer V	24	1	429,213
OSEC-DOSTB-PDO4-8-1998	Project Development Officer IV	22	1	324,666
OSEC-DOSTB-PDO3-3-1998	Project Development Officer III	18	1	265,635
OSEC-DOSTB-PDO3-4-1998	Project Development Officer III	18	1	259,772
OSEC-DOSTB-PDO2-4-1998	Project Development Officer II	15	1	217,362
OSEC-DOSTB-PDO2-5-1998	Project Development Officer II	15	1	227,080
	Sub-total	6		1,723,728

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**DEPARTMENT OF SCIENCE
RATIONALIZATION PLAN
APPROVED STAFFING PATTERN**

TECHNOLOGY CENTRAL OFFICE (U.S.)

ORG CODE/UNIQUE ITEM NUMBER

POSITION TITLE

SG

TOTAL

POS

ANNUAL PS*

OSEC-DOSTB-CACT-1-1998	Chief Accountant	24	1	437,502
OSEC-DOSTB-SADOF-207-2004	Supervising Administrative Officer	22	1	303,294
OSEC-DOSTB-ADOF5-226-2004	Administrative Officer V	18	1	284,104
OSEC-DOSTB-ADOF4-200-2004	Administrative Officer IV	15	1	232,120
OSEC-DOSTB-ADOF4-201-2004	Administrative Officer IV	15	1	242,603
OSEC-DOSTB-ADAS2-190-2004	Administrative Assistant II	8	1	157,422
OSEC-DOSTB-ADAS2-189-2004	Administrative Assistant II	8	1	160,728
OSEC-DOSTB-ADA1-196-2004	Administrative Aide I	1	1	98,694
	Sub-total	8		1,916,467

9. MANAGEMENT DIVISION

OSEC-DOSTB-CADOF-201-2004	Chief Administrative Officer	24	1	421,098
OSEC-DOSTB-SADOF-202-2004	Supervising Administrative Officer	22	1	324,666
OSEC-DOSTB-ADOF4-202-2004	Administrative Officer IV	15	1	217,362
NEW	Administrative Officer I	10	1	168,829
OSEC-DOSTB-ADA6-197-2004	Administrative Aide VI	6	1	146,548
OSEC-DOSTB-ADAS5-187-2004	Administrative Assistant V	11	1	197,435
	Sub-total	6		1,475,938
	TOTAL F.M.S.	23		5,595,678

10. ADMINISTRATIVE & LEGAL SERVICE

OSEC-DOSTB-DIR3-3-1998	Director IV	28	1	533,558
OSEC-DOSTB-ADAS1-201-2004	Administrative Assistant I	7	1	145,754
OSEC-DOSTB-ADA1-200-2004	Administrative Aide I	1	1	98,694
	Sub-total	3		778,006

11. PERSONNEL DIVISION

OSEC-DOSTB-CADOF-202-2004	Chief Administrative Officer	24	1	405,503
OSEC-DOSTB-SADOF-203-2004	Supervising Administrative Officer	22	1	310,240
OSEC-DOSTB-ADOF5-186-2004	Administrative Officer V	18	1	254,054
OSEC-DOSTB-ADOF4-203-2004	Administrative Officer IV	15	1	222,156
OSEC-DOSTB-ADOF2-204-2004	Administrative Officer II	11	1	177,435
OSEC-DOSTB-ADAS2-191-2004	Administrative Assistant II	8	1	167,573
OSEC-DOSTB-ADA6-195-2004	Administrative Aide VI	6	1	155,876
	Sub-total	7		1,692,837

13. GENERAL SERVICES DIVISION

OSEC-DOSTB-CADOF-203-2004	Chief Administrative Officer	24	1	437,502
OSEC-DOSTB-SADOF-206-2004	Supervising Administrative Officer	22	1	339,828
OSEC-DOSTB-SADOF-205-2004	Supervising Administrative Officer	22	1	303,294
OSEC-DOSTB-ENG3-1-1998	Engineer III	19	1	313,518
OSEC-DOSTB-ADOF5-225-2004	Administrative Officer V	18	1	277,808
OSEC-DOSTB-ADOF3-209-2004	Administrative Officer III	14	1	220,423

KSS FORMA BLG. 33
(Narebisa, 1998)

Republic of the Philippines
KAGAWARAN NG SIYENSIYA AT TEKNOLOHIYA
(Agency)
Central Office

Ms. ESPERANZA E. SALAZAR:

Kayo ay nahirang na Executive Assistant IV (SG-22) na may
You are hereby appointed as with a

katayuang Permanent sa OSEC-Office of the Assistant Secretary for FMS
(Status) at the (Agency)

sa pasahod na DALAWANG DAAN TATLOMPU'T ISANG LIBO, LABING DALAWANG piso.
with a compensation rate of (P231,012.00) peso per annum

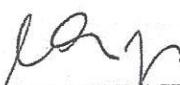
Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subali't di aaga sa petsa ng pagpirma ng puno ng
The effectivity date of this appointment shall be the date of assumption by the appointee but not earlier than the date of issuance of
tanggapan o appointing authority.
the appointment which is the date of signing of the appointing authority.

Ang appointment na ito ay Transfer: H bilang kapalit
This appointment is (Original, Promotion, etc.) vice

ni Jose Alvin C. Barcarse na Resigned at ayon sa Plantilya
who (Transferred, Retired, etc.) and in accordance with Plantilla

Aytem Bldg. OSEC-DOSTB-EXA4-1 Pahina _____
Item No. Page

Sumasainyo,
Very truly yours,


ROGELIO A. PANLASIGUI
Undersecretary
Head of Agency

May 28, 2002
Petsa ng Pagpirma
Date of Signing

Pinagtibay alinsunod sa Resolusyon
Bldg. 91-694 ng Komisyon ng
Serbisyo Sibil noong ika-6 ng Hunyo, 1991

Sertipikasyon

Ito ay nagpapatunay sa lahat ng dapat gawin at mga kailangang dokumento para sa appointment na ito ay ayon sa CSC MC No. 40, s. 1998 ay nasunod, narebisa ko at napatunayang nasa ayos.

Ang posisyon na ito ay nalathala sa Philippine Star noong Oct. 8, 2001
(on)
This position was published in

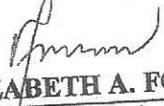
This is to certify that all requirements and supporting papers pursuant to MC No. _____
s. 1998 have been complied with, reviewed and found to be in order.


ADELAIDA P. CARANDANG
Personnel Officer/HRMO

Sertipikasyon

Ito ay nagpapatunay na ang nahirang ay nagdaan sa pagsusulit ng Personnel Selection Board at kwalipikado. March 25, 2002

This is to certify that the appointee has been screened and found qualified by the Promotion/
Personnel Selection Board.


ELIZABETH A. FONTANILLA
Chairman
Personnel Selection Board

Mga Notasyon

ANUMANG BURA O PAGBABAGO SA AKSYONG GINAWA NG KOMISYON NG SERBISYO SIBIL AY MAGPAPAWALANG BISA SA PAGHIRANG NA ITO MALIBAN KUNG ANG PAGBABAGO AY NASULAT NA KINUMPIRMA NG KOMISYON.

Petsa ng paglabas sa KSS/Komisyón

Mga pagbibigyan ng kopya:

Orihinal

- Kopya ng Nahirang

Pangalawang Kopya

- Para sa Komisyón ng Serbisyo Sibil

Pangatlong Kopya

- Para sa Ahensya

PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
DEPARTMENT OF BUDGET AND MANAGEMENT
for the Fiscal Year : 2017

Record No. 1-1

Republic of the Philippines

Bureau/Agency: Office of the Secretary

Department: Department of Science and Technology

ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY		AREA S T C O Y V	PIPA ATTRIBUTION	NAME OF INCUMBENT	S E X	DATE OF BIRTH	TN	DATE OF ORIGINAL APPOINTMENT	DATE OF LAST PROMOTION	S T C A U S	CIVIL SERV ELIGIB L					
		AUTHORIZED	ACTUAL															
1.0001	OFFICE OF THE UNDERSECRETARY FOR SCIENCE AND TECHNOLOGY SERVICES	Total Positions:	5	2,687,460	2,570,844													

OSEC-DOSTB-DEUSEC-1-1998	DEPARTMENT UNDERSECRETARY - 30	1,411,212	1,411,212	1 000 R K	10300100010000 GUEVARA, ROWENA CRISTINA LAZARO, Secondment	F	01/05/64	134715524000	07/01/89	03/05/16	SE CESE
OSEC-DOSTB-EXA4-1-1998	EXECUTIVE ASSISTANT IV - 22	633,396	659,700	4 000 R A	10300100010000 SALAZAR, ESPERANZA ESGUERRA	F	06/07/59	111404342000	01/13/83	05/30/02	P RA10E
OSEC-DOSTB-SADASS3-5-2004	SENIOR ADMINISTRATIVE ASSISTANT III - 15	330,780	330,780	1 000 R A	10300100010000 ECAT, GLECEL RUBIO	F	10/31/68	311057746000	01/18/16	02/03/17	CT CSP
OSEC-DOSTB-ADA6-188-2004	ADMINISTRATIVE AIDE VI - 06	168,212	168,152	3 000 R A	10300100010000 AUNGON, ESTER CASTRO	F	01/15/63	173914687000	03/16/95	07/01/05	P CSSP
OSEC-DOSTB-ADA4-191-2004	ADMINISTRATIVE AIDE IV - 04	145,860	0	1 000 R A	10300100010000						
Subtotal	No. of Filled Positions:	4	2,541,500	2,570,844							
	No. of Unfilled Positions:	1	145,860	0							
Grand Total	No. of Filled Positions:	4	2,541,500	2,570,844							
	No. of Unfilled Positions:	1	145,860	0							
	No. of Itemized Positions:	5	2,587,460	2,570,844							

Remarks:

***** NOTHING FOLLOWS*****

I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions.

APPROVED BY:

Human Resource Management Officer

Head of Agency

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year : 2017

Record No. 1 - 1

Department: Department of Science and Technology

Bureau/Agency: Office of the Secretary

ITEM NUMBER	POSITION TITLE and SALARY GRADE		ANNUAL SALARY		AREA	PIPA ATTRIBUTION	NAME OF INCUMBENT	SEX	DATE OF BIRTH	TIN	DATE OF ORIGINAL APPOINTMENT/PROMOTION	DATE OF LAST PROMOTION	SERIAL NUMBER	CIVIL SERVICE ELIGIBILITY	
	AUTHORIZED	ACTUAL	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1,0005	OFFICE OF THE UNDERSECRETARY FOR REGIONAL OPERATIONS		Total Positions:	6	3,788,040	3,902,052									

OSEC-DOSTB-DEUSEC-3-1998	DEPARTMENT UNDERSECRETARY - 30	1,411,212	1,489,908	5 000	R K	10300100010000 YOROBE, CAROL MAXINDA	F	07/05/54	112448128000	07/28/75	09/07/10	PA RA10			
OSEC-DOSTB-EXA4-2-1998	EXECUTIVE ASSISTANT IV, EO 366 -22	633,396	633,396	1 000	R A	10300100010000 LOPEZ, ROSE LENIE GILBUENA	F	08/20/71	173911880000	08/16/10	09/03/11	CT CSP			
OSEC-DOSTB-PDO4-6-1998	PROJECT DEVELOPMENT OFFICER IV-22	633,398	633,396	1 000	R S	10300100010000 POSTOR, MARY GRACE REGASPE	F	12/04/79	219867941000	02/01/10	02/01/10	P RA10			
OSEC-DOSTB-PDO4-6-1998	PROJECT DEVELOPMENT OFFICER IV-22	633,396	668,712	5 000	R S	10300100010000 PUERTO, JANETTE AGNES	F	03/20/64	119065009000	07/17/90	01/26/98	P CSP			
OSEC-DOSTB-SADAS3-4-2004	SENIOR ADMINISTRATIVE ASSISTANT III-15	330,780	330,780	1 000	R A	10300100010000 COSTALES, MA TERESA BELLO	F	09/24/62	11403117000	06/17/91	06/17/91	CT O			

Subtotal	No. of Filled Positions:	5	3,642,180	3,756,192										
	No. of Unfilled Positions:	0	0	0										

I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions.

APPROVED BY:

Head of Agency

Human Resource Management Officer

KAGAWARAN NG SYENSYA AT TEKNOLOGIYA
Republic of the Philippines

Central Office
(Agency)

Kayo ay nahirang na Executive Assistant IV - (SG-22)

You are hereby appointed as
na may

Katayuang Co-Terminous sa Office of the Undersecretary
with a compensation rate of
peso per annum.

The effectiveness date of this appointment shall be the date of assumption by the appointee but not earlier than the date of issuance of
Tayo ay magkakabisa sa petsa ng paggantap ng uningkultim subahit di agaa sa petsa ng pagpirma ng punto ng
engagement authority.

This appointment which is the date of signing of the appointing authority.

Ang appointment na ito ay Promotion bilang Kapalit
This appointment is
vice
(Original, Promotion, etc.)

ai Estrella V. Perez na retired (transferred) October 31, 2008 at ayon sa Plantilla
who (Transferred, Retired, etc.) and in accordance with Plantilla

Item No. Aytem Blg. OSCE-DOSTB-FXA-2-1998 Pahina 10
Page

Sumasamyo,
Very truly yours,

September 30, 2011

OSCE 11-71190

Department of Science and Technology



Secretary

Petsa ng Pagpirma

Date of Signing

Bldg. 91-694 ng Komisyon ng Komyunyon
Barasoain Silbi naong Kalag-an Highway, 2001

Pinalagayay aliinsundod sa Resolusyon

Certification		DOST website		ADS position na ito ay natatala sa _____ noong _____ (on)		This position was published in _____ to ayon sa CSC M/C Nos. 40, s. 1998 at 15 s. 1999, ay nasuod, narabis ko at napatiunayang nasa to ay nagsapatinay sa lahat ng adaptasyon at mga kailanganan dokumento para sa appointment na ayos.	
_____ Raul D. Dumol, DPA 		Chief Administrative Officer		_____ To ay nagsapatinay na ang nahirang ay nagdaran sa pag susulit ng Personnel Selection Board at kwalipikado.		This is to certify that the appointee has been screened and found qualified by the Promotion Personnel Selection Board.	
Sertiplikasyon							

Mga Notasyon	
ANG PAGBAGAO NG KOMISYON SA GINAWA NG KOMISYON NG SERBISYO SIBIL AT MAGPAWALANG BISA SA PAGHIRANG NA ITO MABILBAN KUNG ANUMANG BURA O PAGBAGAO SA AKSYONG GINAWA NG KOMISYON NG SERBISYO SIBIL AT MAGPAWALANG BISA SA PAGHIRANG NA KINUMIRMA NG KOMISYON.	
Pesta ng paglabas sa KSS/Komisyong Mga pagbibigyan ng kopya:	
Otihinal	- Kopya ng Nahirang - Parę sa Komisyon nge Serbisyo Sibil - Parę sa Aheisyaya - Pangatidong Kopya

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
for the Fiscal Year : 2017

Report No. 6-6
Page 2 of 2 p

Department: Department of Science and Technology

Bureau/Agency: Office of the Secretary

ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY		AREA	PIPA ATTRIBUTION	NAME OF INCUMBENT	S E X	DATE OF BIRTH	TIN	DATE OF ORIGINAL APPOINTMENT/PROMOTION	DATE OF LAST PROMOTION	S T C E A T C U S	CIVIL SERV ELIGIBILITY				
		AUTHORIZED	ACTUAL														
(1)	OFFICE OF THE UNDERSECRETARY FOR RESEARCH AND DEVELOPMENT	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

1.0002 Total Positions:

6 3,788,040 3,868,536

OSEC-DOSTB-ADA4-104-2004

ADMINISTRATIVE AIDE IV - 04 145,860 145,860 1 000 R A 10300100010000 GREGORIO, DESIRE MARQUEZ F 05/02/73 155332926000 02/01/05 03/01/12 P NONE

Subtotal	No. of Filled Positions:	1	145,860	145,860
	No. of Unfilled Positions:	0	0	0
Grand Total	No. of Filled Positions:	6	3,788,040	3,868,536
	No. of Unfilled Positions:	0	0	0
	No. of Itemized Positions:	6	3,788,040	3,868,536

Remarks:

***** NOTHING FOLLOWS*****

Department of Budget and Management

I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions.

APPROVED BY:

Human Resource Management Officer

Head of Agency