

Republic of the Philippines  
DEPARTMENT OF BUDGET AND MANAGEMENT  
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)

Record No. 1 - 5 of 5  
Page 1 of 1 2023-01-10

Department: Department of Science and Technology																Bureau/Agency: Office of the Secretary			
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY		S A R E A L				P/P/A T T E Y V ATTRIBUTION		NAME OF INCUMBENT		S E X	DATE OF BIRTH	TIN	DATE OF ORIGINAL APPOINTMENT	DATE OF LAST PROMOTION	CIVIL SERVICE ELIGIBILITY		
		AUTHORIZED	ACTUAL	S C T O Y V	E D P E L	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	
1.0001	OFFICE OF THE UNDERSECRETARY FOR SCIENCE AND TECHNOLOGY SERVICES	(2)	(3)	(4)															
	Total Positions:	5	2,687,460	2,570,644															
OSEC-DOSTB-DEUSEC-1-1998	DEPARTMENT UNDERSECRETARY - 30		1,411,212	1,000	R	K	103001000100000	GUEVARA, ROWENA CRISTINA LAZARO, Secretariat	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 103001000100000 SALAZAR, ESPERANZA ESGUERRA	F	06/07/59	111404342000	01/13/83	05/30/02	P	RA1080				
OSEC-DOSTB-SADA\$3-5-2004	SENIOR ADMINISTRATIVE ASSISTANT III - 16		330,780	339,780	1	000	R	A 103001000100000 ECAT, GLECE RUBIO	F	10/31/89	311057746000	01/19/16	02/03/17	CT	CSP				
OSEC-DOSTB-ADA6-189-2004	ADMINISTRATIVE AIDE VI - 06		166,212	169,152	3	000	R	A 103001000100000 AUNGON, ESTER CASTRO	F	01/15/63	173914697000	03/16/95	07/01/05	P	CSSP				
OSEC-DOSTB-ADA4-191-2004	ADMINISTRATIVE AIDE IV - 04		145,860	0	1	000	R	A 103001000100000											
<b>Subtotal</b>	No. of Filled Positions:	4	2,541,600	2,570,844															
	No. of Unfilled Positions:	1	145,860	0															
<b>Grand Total</b>	No. of Filled Positions:	4	2,541,600	2,570,844															
	No. of Unfilled Positions:	1	145,860	0															
	No. of Itemized Positions:	5	2,687,460	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 PS POP are the incumbents of the positions.																		
	APPROVED BY:																		
	Head of Agency																		
	Human Resource Management Officer																		
	Department of Budget and Management																		
	Page 1 of 1 pages																		

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

Republic of the Philippines

**DEPARTMENT OF BUDGET AND MANAGEMENT**

for the Fiscal Year : 2017

Department: Department of Science and Technology

Bureau/Agency: Office of the Secretary

ITEM NUMBER  (1)	POSITION TITLE and SALARY GRADE  (2)	ANNUAL SALARY		NAME OF INCUMBENT  (9)	DATE OF ORIGINAL APPOINTMENT  (14)	DATE OF LAST PROMOTION  (15)	S  (16)
		S  (3)	C T O D P E E L  (4)	L  (5)  (6)	P P/A TRIBUTION  (7)  (8)	E  (10)	E  (11)  (12)
1.0005  OFFICE OF THE UNDERSECRETARY FOR REGIONAL OPERATIONS	Total Positions:  6	3,788,040	3,922,052				
OSEC-DOSTB-DEUSEC-3-1988  30	DEPARTMENT UNDERSECRETARY -	1,411,212	1,489,908	5 000 R K 10300100010000 YOROBÉ, CAROL MAXINO	F 07/05/54 112448128000	07/26/75	09/07/10 PA RA1080
OSEC-DOSTB-EXA4-2-1988  -22	EXECUTIVE ASSISTANT IV, EO 366	633,396	1 000 R A 10300100010000 LOPEZ, ROSE LENIE GILBUENA	F 08/30/71 173911880000	08/16/10	09/30/11 CT CSP	
OSEC-DOSTB-PDO4-6-1988  IV - 22	PROJECT DEVELOPMENT OFFICER	633,396	1 000 R S 10300100010000 POSTOR, MARY GRACE REGASPE	F 1204/79 219967941000	02/01/10	02/01/10 P RA1080	
OSEC-DOSTB-PDO4-6-1988  IV - 22	PROJECT DEVELOPMENT OFFICER	633,396	666,712 5 000 R S 10300100010000 PUERTO, JANETTE AGNES	F 03/30/64 119063009000	07/17/90	01/26/98 P CSP	
OSEC-DOSTB-SADASS4-2004  ASSISTANT III - 15	SENIOR ADMINISTRATIVE	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 PSIOP are the incumbents of the positions.

APPROVED BY:

Human Resource Management Officer
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Head of Agency

**KSS PORMA BLG. 33**  
(Narebisa, 1998)

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

**Ms. ROSE LENIE G. LOPEZ**

**Executive Assistant IV - (SG-22)**

Kayo ay nahirang na \_\_\_\_\_ na may  
You are hereby appointed as \_\_\_\_\_ with a

katayuang \_\_\_\_\_ Co-Terminous \_\_\_\_\_ sa \_\_\_\_\_ Office of the Undersecretary  
(Status) at the \_\_\_\_\_ (Agency)

sa pasahod na Tatlumpu't pitong libo, walang daan at labindalawang piso (P37,812.00) bawat buwan.  
with a compensation rate of \_\_\_\_\_ 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

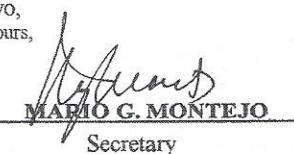
tanggapan o appointing authority.

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

Ang appointment na ito ay \_\_\_\_\_ Promotion \_\_\_\_\_ bilang kapalit  
This appointment is \_\_\_\_\_ (Original, Promotion, etc.) vice  
ni \_\_\_\_\_ Estelita V. Perez \_\_\_\_\_ na retired (rationalized) October 31, 2008 at ayon sa Plantilya  
who \_\_\_\_\_ (Transferred, Retired, etc.) and in accordance with Plantilla

Aytem Bldg. OSEC-DOSTB-EXA4-2-1998 Pahina 10  
Item No. \_\_\_\_\_ Page \_\_\_\_\_

Sumasainyo,  
Very truly yours,

  
MARIO G. MONTEJO  
 Secretary

September 30, 2011

**Petsa ng Pagpirma**  
Date of Signing

Pinagtibay alinsunod sa Resolusyon  
Bldg. 91-694 ng Komisyon ng Komisyon  
Serbisyo Sibil noong ika-6 ng Hunyo, 2001

### Sertipikasyon

Ito ay nagpapatunay sa lahat ng dapat gawin at mga kailangang dokumento para sa appointment na ito ay ayon sa CSC MC Nos. 40, s. 1998 at 15 s. 1999, ay nasunod, narebisa ko at napatunayang nasa ayos.

Ang posisyon na ito ay nalathala sa DOST website noong August 12, 2011.  
(on)  
This position was published in

This is to certify that all requirements and supporting papers pursuant to MC No. 40, s. 1998 have been complied with, reviewed and found to be in order.

  
**RAUL D. DUMOL, DPA**  
Chief Administrative Officer

### Sertipikasyon

Ito ay nagpapatunay na ang nahirang ay nagdaan sa pagsusulit 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.

Chairperson, Personnel Selection Board

### Mga Notasyon

**ANUMANG BURA O PAGBABAGO SA AKSYONG GINAWA NG KOMISYON NG SERBISYO SIBIL AT 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

Pangalawang Kopya

Pangatlong Kopya

- Kopya ng Nahirang
- Para sa Komisyón ng Serbisyo Sibil
- Para sa Ahensya

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

Record No. 6 - 6 of 6  
Page 2 of 2 pages

Department: Department of Science and Technology		Bureau/Agency: Office of the Secretary																										
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY			AREA			PIPA			NAME OF INCUMBENT			S	TIN	DATE OF ORIGINAL APPOINTMENT	DATE OF LAST PROMOTION	A	U	S	T	CIVIL SERVICE ELIGIBILITY						
		AUTHORIZED	ACTUAL	(3)	S	C	T	O	V	D	P	E	L	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	
1.0002	OFFICE OF THE UNDERSECRETARY FOR RESEARCH AND DEVELOPMENT	Total Positions:	6	3,788,040	3,868,536																							
OSEC-DOSTB-ADA4-194-2004	ADMINISTRATIVE AIDE IV - 04			145,860	145,860	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		
		No. of Filled Positions:	1	145,860	145,860																							
		No. of Unfilled Positions:	0	0	0																							
		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	<p>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.</p> <p>APPROVED BY:  _____  Human Resource Management Officer</p> <p>Head of Agency _____</p>
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## ANNEX I

**Republic of the Philippines**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
**PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)**  
for the Fiscal Year : 2011

Record No. 1 - 5 of 5

Page 1 of 1 pages

Department: Department of Science and Technology		Bureau/Agency: Office of the Secretary																	
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY		AREA		PIP/A		NAME OF INCUMBENT		S E		DATE OF BIRTH		DATE OF APPOINTMENT		DATE OF LAST PROMOTION		S T C S U	
		AUTHORIZED	ACTUAL	S C	T O	V E	P D	E P	L E	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)		
1.0001	OFFICE OF THE UNDERSECRETARY FOR SCIENCE AND TECHNOLOGY SERVICES																		
	Total Positions:	5	2,687,460	2,670,844															
OSEC-DOSTB-DEUSEC-1-1998	DEPARTMENT UNDERSECRETARY - 30	1,411,212	1,411,212	R K	10300100010000 GUEVARA, RONALDA CRISTINA		F	01/05/64	134715524000	07/01/89	03/05/16	S E	CESE						
OSEC-DOSTB-EXA4-1-1998	EXECUTIVE ASSISTANT IV - 22	633,396	659,700	R A	10300100010000 SALAZAR, ESPERANZA ESGUERRA		F	06/07/59	111404342000	01/13/63	05/30/02	P	RA1080						
OSEC-DOSTB-SADAS3-5-2004	SENIOR ADMINISTRATIVE ASSISTANT III - 15	330,780	330,780	R A	10300100010000 ECAT, GLECEL RUBIO		F	10/31/89	311057746000	01/18/16	02/03/17	C T	CSP						
OSEC-DOSTB-ADA6-189-2004	ADMINISTRATIVE AIDE VI - 06	166,212	169,152	R A	10300100010000 AUNGON, ESTER CASTRO		F	01/15/63	173914697000	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													
<b>Subtotal</b>	No. of Filled Positions:	4	2,561,600	2,570,844															
	No. of Unfilled Positions:	1	145,860	0															
<b>Grand Total</b>	No. of Filled Positions:	4	2,541,600	2,570,844															
	No. of Unfilled Positions:	1	145,860	0															
	No. of Itemized Positions:	5	2,687,460	2,670,844															
Remarks:																			
										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:		
										***** NOTHING FOLLOWS *****							Head of Agency		
																	Human Resource Management Officer		

**ANNEX I**

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

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Page 3 of 3 pages

**Department: Department of Science and Technology**

Bureau/Agency: Office of the Secretary																		
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY		PIPA ATTRIBUTION	NAME OF INCUMENT	S E X	DATE OF BIRTH	TIN	DATE OF ORIGINAL APPOINTMENT									
		AUTHORIZED	ACTUAL							(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
1,0000	OFFICE OF THE SECRETARY									Total Positions:	27	20,358,780	6,477,256					
OSEC-DOSTB-SADAS5-1-2017	SENIOR ADMINISTRATIVE ASSISTANT V - 18 (GT)	428,316	428,316	1 000 R A	10300100010000 CANILAO, CORLIITA GABON	F	02/21/60	111403191000	14-09-89	05/23/17	CT	CSP						
OSEC-DOSTB-EXA2-4-2008	EXECUTIVE ASSISTANT II-17 (CT)	392,954	392,954	1 C90 R T	10300100010000 FAJUTAGMA, JERIEL HERNANDEZ	M	08/27/59	3000037428000	07/03/17	07/03/17	CT	CSP						
OSEC-DOSTB-INFO2-2-2009	INFORMATION OFFICER II - 15	330,760	330,760	0 1 030 R S	10300100010000													
CSEC-DOSTB-ADA1-187-2004	ADMINISTRATIVE ASSISTANT II - 03	160,616	160,616	189,816 1 000 R S	10300100010000 NEGASDO, KATHLYN KAI HILONEN	F	11/22/90	261069446000	03/27/13	01/08/16	P	CSP						
OSEC-DOSTB-ADA1-195-2004	ADMINISTRATIVE AIDE I - 01	119,772	119,772	119,772 1 030 R A	10300100010000 ABANOS, ELMER MAGPALI	M	08/21/75	215049256000	10/16/14	10/16/14	P	NONE						
<b>Subtotal:</b>		<b>Nb. of Filled Positions:</b>	<b>4</b>	1,130,868	1,130,868													
<b>Grand Total:</b>		<b>Nb. of Unfilled Positions:</b>	<b>1</b>	350,780	0													
<b>Nb. of Filled Positions:</b>		<b>11</b>	8,274,956	8,477,256														
<b>Nb. of Unfilled Positions:</b>		<b>16</b>	12,463,824	0														
<b>Nb. of Demized Positions:</b>		<b>27</b>	20,850,780	6,477,256														

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

Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
**PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)**

BENILO OF THE PHILIPPINES

DEPARTMENT OF BUDGET AND MANAGEMENT

A BRIEF HISTORY OF THE MUSICAL IN 100 SONGS

ORGANIZATION AND PLANNING

for the Fiscal Year: 2017

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Department of Science and Technology

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I certify to the correctness of the entries from columns 4 to 7 and that employees whose names appear on the above PSLCP 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

Review of the Philippines

DEPARTMENT OF BUDGET AND MANAGEMENT

ZALU AND LANL  
for the Fiscal Year: 2017

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for the fiscal year: 2017

Department of Science and Technology

Record No. 12 - 22 of 27  
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Department: Department of Science and Technology											Bureau/Agency: Office of the Secretary								
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY			S A R E A L			NAME OF INCUMBENT			S E X	DATE OF BIRTH	TIN	DATE OF ORIGINAL APPOINTMENT	LAST PROMOTION	DATE OF PROMOTION	CIVIL SERVICE ELIGIBILITY		
		AUTHORIZED	ACTUAL	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
1.0000	OFFICE OF THE SECRETARY	Total Positions:	27	20,638,780	8,477,256														
OSEC-DOSTB-ASSCIEN-19-1998	ASSOCIATE SCIENTIST - 25	857,712	0	1 000	R	T	103001000100000												
OSEC-DOSTB-ASSCIEN-20-1998	ASSOCIATE SCIENTIST - 25	857,712	0	1 000	R	T	103001000100000												
OSEC-DOSTB-ATSCIE-N-8-1998	ASSISTANT SCIENTIST - 24	772,992	0	1 000	R	T	103001000100000												
OSEC-DOSTB-ATSCIE-N-9-1998	ASSISTANT SCIENTIST - 24	772,992	816,996	5 000	R	T	103001000100000 AGDEPPA, MELDA ANGELES	F	01125653	13662460000	03/01/81	06/26/00	P	PA1980					
OSEC-DOSTB-ATSCIE-N-10-1998	ASSISTANT SCIENTIST - 24	772,992	0	1 000	R	T	103001000100000												
OSEC-DOSTB-ATSCIE-N-11-1998	ASSISTANT SCIENTIST - 24	772,992	0	1 000	R	T	103001000100000												
OSEC-DOSTB-ATSCIE-N-12-1998	ASSISTANT SCIENTIST - 24	772,992	0	1 000	R	T	103001000100000												
OSEC-DOSTB-ATSCIE-N-13-1998	ASSISTANT SCIENTIST - 24	772,992	0	1 000	R	T	103001000100000												
OSEC-DOSTB-ATSCIE-N-14-1998	ASSISTANT SCIENTIST - 24	772,992	0	1 000	R	T	103001000100000												
OSEC-DOSTB-EXA4-1-2017	EXECUTIVE ASSISTANT N - 22 (CT)	833,398	0	1 000	R	A	103001000100000												
OSEC-DOSTB-SRJS-1-2000	SENIOR SCIENCE RESEARCH SPECIALIST - 18	469,812	469,812	1 000	R	T	103001000100000 DEMAFELIX, ESTER ALORA MAYO	N	06/08/64	12342264000	07/21/87	02/01/17	P	CSR					
Signed:	No. of Filled Positions:	2		1,242,054			1,235,908												
	No. of Unfilled Positions:	6		6,986,772			0												
Department of Budget and Management											APPROVED BY: Head of Agency Human Resource Management Officer								

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

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Department: Department of Science and Technology

Bureau/Agency: Office of the Secretary														
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY		FPIA ATTRIBUTION	NAME OF INCUMBENT	\$ E X	DATE OF BIRTH	TIN	DATE OF ORIGINAL APPOINTMENT/PROMOTION	S T A U S				
		AUTHORIZED	ACTUAL											
(1)	OFFICE OF THE SECRETARY													
1.6030	Total Positions:	27		20,858,780		8,477,268								
OSEC-DOSTB-DESEC-1-1998	DEPARTMENT SECRETARY - 31	1,827,900		1,827,900		1 000 R K		103001000100000 DE LA PENA, FORTUNATO TANSECO		M 11/12/49 120416845000				
OSEC-DOSTB-DEUSEC-1-2017	DEPARTMENT UNDERSECRETARY - 30 (CT)	1,411,242		1,411,242		1 000 R K		103001000100000 SOLIDUM JR, RENATO UMAIL		M 12/01/62 101010361000				
OSEC-DOSTB-HEA-1-1998	HEAD EXECUTIVE ASSISTANT - 27	1,046,748		1,046,748		1 000 R K		103001000100000 TELA, MARIA FUGOSO		F 04/05/52 111402036000				
OSEC-DOSTB-ASSCIEN-11-1998	ASSOCIATE SCIENTIST - 25	857,712		0 1 000 R T		103001000100000								
OSEC-DOSTB-ASSCIEN-12-1998	ASSOCIATE SCIENTIST - 25	857,712		0 1 000 R T		103001000100000								
OSEC-DOSTB-ASSCIEN-13-1998	ASSOCIATE SCIENTIST - 25	857,712		881,292 3 000 R T		103001000100000 BACOLCOL, TERESITO CARESO		M 03/31/73 196878704000		02/24/87				
OSEC-DOSTB-ASSCIEN-14-1998	ASSOCIATE SCIENTIST - 25	857,712		0 1 000 R T		103001000100000								
OSEC-DOSTB-ASSCIEN-15-1998	ASSOCIATE SCIENTIST - 25	857,712		0 1 000 R T		103001000100000								
OSEC-DOSTB-ASSCIEN-16-1998	ASSOCIATE SCIENTIST - 25	857,712		0 1 000 R T		103001000100000								
OSEC-DOSTB-ASSCIEN-17-1998	ASSOCIATE SCIENTIST - 25	857,712		0 1 000 R T		103001000100000								
OSEC-DOSTB-ASSCIEN-18-1998	ASSOCIATE SCIENTIST - 25	857,712		892,323 4 000 R T		103001000100000 BAUTISTA, MA LEONILA PASCUA		F 10/24/61 101000133000		02/01/68				
OSEC-DOSTB-ASSCIEN-19-1998	ASSOCIATE SCIENTIST - 25	857,712		892,323 4 000 R T		103001000100000 BAUTISTA, MA LEONILA PASCUA		F 10/24/61 101000133000		02/01/68				

Subtotal No. of Filled Positions: 5 \$,001,294 \$,030,480  
No. of Unfilled Positions: 6 5,146,272 0

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 true incumbents of the positions.

	APPROVED BY:  Human Resource Management Officer
	Head of Agency  Human Resource Management Officer

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

Record No. 1 - 4 of 4  
Page 1 of 1 pages

Department: Department of Science and Technology										Bureau//Agency: Office of the Secretary							
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY			S AREA S C T E Y V P/P/A T O D P E ATTRIBUTION	NAME OF INCUMBENT	S DATE OF E X BIRTH	DATE OF APPOINTMENT	TIN	DATE OF LAST PROMOTION	T S A U CIVIL SERVICE ELIGIBILITY						
		AUTHORIZED	ACTUAL	(3)													
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	
1.0004	INTERNATIONAL TECHNOLOGY COOPERATION UNIT																
	Total Positions:	4	1,656,240	1,697,748													
OSEC-DOSTB-ISRO4-1-1998	INTERNATIONAL SCIENCE RELATIONS OFFICER IV - 22		633,396	669,760	4 000 R T 103002000200000 LEUS, ELENITA MAGSINO			F 01/15/67 173911872900		01/02/98	02/16/01	P CSP					
OSEC-DOSTB-ISRO3-1-1998	INTERNATIONAL SCIENCE RELATIONS OFFICER III - 18		428,316	443,520	4 000 R T 103002000200000 MONTECER, ROWENA UBEDA			F 07/04/70 155332989000		08/16/02	08/16/02	P CSP					
OSEC-DOSTB-ISRO3-2-1998	INTERNATIONAL SCIENCE RELATIONS OFFICER III - 18		428,316	428,316	1 000 R T 103002000200000 BASIG, CHARLENE UNTAG			F 12/04/68 2802383333000		03/07/16	03/07/16	P CSP					
OSEC-DOSTB-ADAG-188-2004	ADMINISTRATIVE AIDE VI - 06		166,212	166,212	1 000 R A 103002000200000 GUMERA, CRISIELDA ALVAREZ			F 03/03/67 134171770000		02/25/13	02/25/13	P LET					
Subtotal	No. of Filled Positions:	4	1,656,240	1,697,748													
	No. of Unfilled Positions:	0	0	0													
Grand Total	No. of Filled Positions:	4	1,656,240	1,697,748													
	No. of Unfilled Positions:	0	0	0													
	No. of Itemized Positions:	4	1,656,240	1,697,748													

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 PSIOP 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. 1-5 of 6  
Page 1 of 2 pages

Department: Department of Science and Technology		Bureau/Agency: Office of the Secretary																	
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY			PIPA ATTRIBUTION			NAME OF INCUMBENT			S	DATE OF BIRTH	TIN	DATE OF ORIGINAL APPOINTMENT	DATE OF LAST PROMOTION	T	CIVIL SERVICE ELIGIBILITY		
		AUTHORIZED	ACTUAL	(3)	(4)	(5)	(6)	(7)	(8)	(9)				(11)	(12)	(13)	(14)	(15)	(16)
1.0002	OFFICE OF THE UNDERSECRETARY FOR RESEARCH AND DEVELOPMENT	6	3,788,040	3,668,556															
OSEC-DOSTB-DEUSEC-2-1998	DEPARTMENT UNDER SECRETARY - 30		1,411,212	1,000	R	K	103001000100000	NAZARETH-MANZANO, BRENDA LOTA			F	04/10/82	137698998000	02/14/84	01/26/17	PA	CESO		
OSEC-DOSTB-EXA4-3-1998	EXECUTIVE ASSISTANT IV, EO 366 -22		633,396	633,396	1,000	R	A	103001000100000	LUCHING, AILEEN NUÑEZ		F	10/12/82	232869073000	05/17/11	03/23/15	CT	CSP		
OSEC-DOSTB-PDO4-3-1998	PROJECT DEVELOPMENT OFFICER IV -22		696,480	696,480	8,000	R	S	103001000100000	ESTACIO, JULIETA FE LORENA		F	02/05/55	1114030304000	01/02/79	05/22/89	P	CSP		
OSEC-DOSTB-PDO4-4-1998	PROJECT DEVELOPMENT OFFICER IV -22		650,808	650,808	3,000	R	S	103001000100000	RIVERA, CLARISSA CAJULIS		F	11/09/65	111403166000	10/07/88	06/16/05	P	RA1080		
OSEC-DOSTB-SADAS3-6-2004	SENIOR ADMINISTRATIVE ASSISTANT III -15		330,780	330,780	1,000	R	A	103001000100000	BRUL, IRMA PADILLA		F	01/14/63	123166783000	05/13/10	05/13/10	P	CSP		

Subtotal	No. of Filled Positions:	5	3,642,180	3,722,676	0	0	APPROVED BY:
	No. of Unfilled Positions:	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.
Department of Budget and Management							Head of Agency Human Resource Management Officer

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

Record No. 6 - 6 of 6  
Page 2 of 2 pages

Department: Department of Science and Technology		Bureau/Agency: Office of the Secretary																	
ITEM NUMBER	POSITION TITLE and SALARY GRADE	ANNUAL SALARY			AREA L			P/PA ATTRIBUTION			NAME OF INCUMBENT			S E X	DATE OF BIRTH	TIN	DATE OF ORIGINAL APPOINTMENT	DATE OF LAST PROMOTION	CIVIL SERVICE ELIGIBILITY
		AUTHORIZED	ACTUAL	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	
1.0005	OFFICE OF THE UNDERSECRETARY FOR REGIONAL OPERATIONS	Total Positions:	6	3,788,040	3,902,052														
OSEC-DOSTB-ADA4-192-2004	ADMINISTRATIVE AIDE IV - 04			145,860	145,860	1	000	R	A	103001000100000	LOMUNTAD, NERISSA LOPEZ	F	12/23/81	220031090000	03/01/10	03/01/10	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	3,902,052														
	No. of Unfilled Positions:	0		0	0														
	No. of Filled Positions:	6		3,788,040	3,902,052														
	No. of Unfilled Positions:	0		0	0														
	No. of Filled Positions:	6		3,788,040	3,902,052														

\*\*\*\*\* NOTHING FOLLOWS\*\*\*\*\*

Remarks:

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:
		Head of Agency
		Human Resource Management Officer

KSS PORMA BLG. 33  
(Narebisa, 1998)

ANNEX L

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

**Ms. REENA B. ATIENZA:**

Kayo ay nahirang na Administrative Aide VI (SG-6) na may  
 You are hereby appointed as \_\_\_\_\_  
 with a  
 katayuang Permanent sa Office of the Undersecretary for Research and Development  
 (Status) at the \_\_\_\_\_ (Agency)

sa pasahod na Isang Daan Dalawampu't Isang Libo. Limang Daan Siyamnapu't Anim na Piso (P121, 596) bawat taon.  
 with a compensation rate of \_\_\_\_\_ peso per annum.

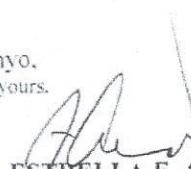
Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subali't di aaga sa petsa ng pagpirma ng puno ng  
 The effectiveness date of this appointment shall be the date of assumption by the appointee but not earlier than the date of issuance of

tanggapan o appointing authority.  
 the appointment which is the date of signing of the appointing authority.

Ang appointment na ito ay Promotion bilang kapalit  
 This appointment is \_\_\_\_\_ vice  
 ni \_\_\_\_\_ na \_\_\_\_\_ at ayon sa Plantilya  
 who \_\_\_\_\_ (Transferred, Retired, etc.) and in accordance with Plantilla

Aytem Bldg. OSEC-DOSTB-ADA6-197-2004 Pahina 10  
 Item No. \_\_\_\_\_ Page \_\_\_\_\_

Sumasainyo,  
 Very truly yours,

  
ESTRELLA F. ALABASTRO  
 Secretary

March 24, 2010  
Petsa ng Pagpirma  
 Date of Signing

Pinagtibay alinsunod sa Resolusyon  
 Bldg. 91-694 ng Komisyon ng Komisyon  
 Serbisyo Sibil noong ika-6 ng Hunyo, 2001

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 - 6 of 6  
Page 1 of 1 pages

Department: Department of Science and Technology

ITEM NUMBER (1)	POSITION TITLE and SALARY GRADE (2)	ANNUAL SALARY		AREA S C T O Y V P E D P E L	PIPA ATTRIBUTION ACTUAL (4)	NAME OF INCUMBENT (9)	S E X	DATE OF BIRTH (10)	TIN (11)	DATE OF ORIGINAL APPOINTMENT (12)	DATE OF LAST PROMOTION (13)	T A T U S	CIVIL SERVICE ELIGIBILITY (16) (17)
		AUTHORIZED (3)	ANNUAL SALARY (5)										
7.0000	BUDGET DIVISION	Total Positions:	6	2,451,468	2,358,876								
OSEC-DOSTB-CADOF-200-2004	CHIEF ADMINISTRATIVE OFFICER - 24	772,982	805,104 4 000 R K 103001000100000 CORPUZ, ELISA VERGARA	F	10/12/62 134643687000	07/27/84	F	10/25/57 111403689000	02/11/81	01/23/02	P	RA1080	
OSEC-DOSTB-SADOF-201-2004	SUPERVISING ADMINISTRATIVE OFFICER - 22	633,396	639,700 4 000 R A 103001000100000 GARCIA, ANGELITA ABERIN	F	10/25/57 111403689000	02/11/81	P	CSP					
OSEC-DOSTB-ADOF5-165-2004	ADMINISTRATIVE OFFICER V - 18	428,316	443,520 4 000 R A 103001000100000 PANALIGAN, LUCIANA CONSTANTINO	F	01/07/55 111403656000	07/28/77	P	CSP					
OSEC-DOSTB-ADOF4-189-2004	ADMINISTRATIVE OFFICER IV - 15	330,780	330,780 1 000 R A 103001000100000 SISON, ROBERTO CASTAÑEDA	M	01/17/77 201280138000	08/12/10	P	CSP					
OSEC-DOSTB-ADAG6-191-2004	ADMINISTRATIVE AIDE VI - 06	166,212	0 1 000 R A 103001000100000										
OSEC-DOSTB-ADA1-197-2004	ADMINISTRATIVE AIDE I - 01	119,772	119,772 1 000 R A 103001000100000 SARMENTO, NIKKI MARIE SIENES	F	10/26/82 432592021000	02/25/13	P	NONE					
Subtotal	No. of Filled Positions:	5	2,285,266	2,358,876									
	No. of Unfilled Positions:	1	168,212	0									
Grand Total	No. of Filled Positions:	5	2,285,266	2,358,876									
	No. of Unfilled Positions:	1	168,212	0									
	No. of Itemized Positions:	6	2,451,468	2,358,876									

Remarks:

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

\*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\*

**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 - 4 of 4  
Page 1 of 1 Pages

KSS PORMA BLG. 33

(Narebisa, 1998)

Republic of the Philippines

**KAGAWARAN NG SIYENSIYA AT TEKNOLOHIYA**

(Agency)

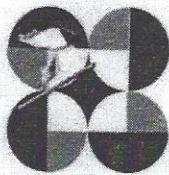
**Central Office****Ms. HELEN D. CASTA:****Administrative Aide VI - 06 (formerly Communication**Kayo ay nahirang na **Equipment Operator II (SG-06) Step 2** na may  
You are hereby appointed as with akatayuang **Permanent** sa **DOST, ALS-General Services Division**  
(Status) at the (Agency)Siyam na pu't Tatlong Libo, Limang Daan at Limampu't dalawang piso (P93,552.00)  
sa pasahod na **hawat taon.** piso.  
with a compensation rate of peso per month.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 **Reappointment** bilang kapalit  
This appointment is (Original, Promotion, etc.) viceni \_\_\_\_\_ na \_\_\_\_\_ at ayon sa Plantilya  
who \_\_\_\_\_ (Transferred, Retired, etc.) and in accordance with Plantilla**OSEC-DOSTB-ADA6-196-**Aytem Bldg. **2004** Pahina **8**.  
Item No. PageSumasainyo,  
Very truly yours,**ESTRELLA F. ALABASTRO**

Secretary

JUL 1 5 2005

**Petsa ng Pagpirma**

Date of Signing



Republic of the Philippines  
DEPARTMENT OF SCIENCE AND TECHNOLOGY

JUN 13 2017

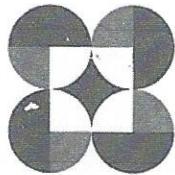
DOST Special Order No. 432  
Series of 2017

SUBJECT : Detail of Ms. Corlita G. Canilao, Senior Administrative Assistant V, to Office of the Undersecretary for S&T Services – Science and Technology Foundation Unit

In the interest of the service, Ms. CORLITA G. CANILAO, Senior Administrative Assistant V of the Office of the Secretary, is hereby assigned on detail to the Office of the Undersecretary for S&T Services – Science and Technology Foundation Unit effective 01 June 2017.

This Order shall remain in force until revoked.

*F. T. de la Peña*  
FORTUNATO T. DE LA PEÑA  
Secretary



Republic of the Philippines  
DEPARTMENT OF SCIENCE AND TECHNOLOGY

DOST SPECIAL ORDER No. 036  
Series of 2017

SUBJECT: **Detail of Mr. Ramon Y. Logarta, Project Development Officer III, S&T Foundation Unit (SFU) to the Office of the Secretary**

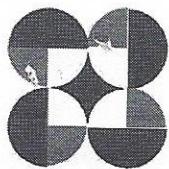
In the exigency of the service, Mr. Ramon Y. Logarta, Project Development Officer III, S&T Foundation Unit (SFU) is hereby assigned on detail at the Office of the Secretary effective 03 January 2017 to provide additional technical support to OSEC operations.

*F.T. de la Peña*  
**FORTUNATO T. DE LA PEÑA**  
Secretary

Department of Science and Technology  
Office of the Secretary/OSEC



OSEC-17-00166



Republic of the Philippines  
DEPARTMENT OF SCIENCE AND TECHNOLOGY

MAR 21 2017

DOST Special Order No. 190  
Series of 2017

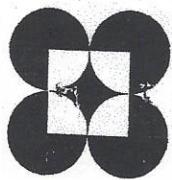
**SUBJECT :** Detail of Ms. Esmeralda M. Demafelix, Senior Science Research Specialist, to Office of the Undersecretary for Regional Operations

In the interest of the service, **Ms. ESMERALDA M. DEMAFELIX**, Senior Science Research Specialist of the Office of the Secretary, is hereby assigned on detail to the Office of the Undersecretary for Regional Operations effective 1 March 2017.

This Order shall remain in force until revoked.

*F.T. de la Peña*  
**FORTUNATO T. DE LA PEÑA**  
Secretary

In: 2017 SO - p.3



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

OSEC 002  
Rev. 0/12-05-2016

JAN 04 2017

DOST SPECIAL ORDER NO. 001  
Series of 2017

SUBJECT: **Detail of Ms. Rowena U. Montecer at the Office of the Undersecretary for R&D**

In the interest of the service, Ms. Rowena U. Montecer, International Science Relations Officer III, is hereby temporarily detailed at the Office of the Undersecretary for R&D to assist in the activities of said office.

This Order shall take effect on January 3, 2017 and shall remain in force until revoked.

*F. T. de la Peña*  
**FORTUNATO T. DE LA PEÑA**  
Secretary

## STATEMENT OF ACTUAL DUTIES AND RESPONSIBILITIES

**JANETTE A. PUERTO**  
Project Development Officer IV

As of 03 January 2017

1. Review and/or study policies and guidelines to assist the Undersecretary in improving the operations of regional offices
  - o Performance measurement for regional offices - *Non-Cone local GIA*
  - o Regional Strategic Communication Plan . *Coordination w/ STII, advocacy programs*
  - o As Member of the TWG for DOST ISSP, Data Sharing Policy, RxBox Project
  
2. Recommend strategies, options to improve operations at OUSEC-RO
  - o Information System for Management and Office Innovations
  
3. Coordinate with DOST PES/FMS and/or consolidate and analyze information/data on regional performance (technical and financial), programs and projects to provide the Undersecretary with information/ data and/or recommendation as basis for her decision-making
  - o CEST
  - o Regional GIA Projects
  - o National Metrology Program
  - o RxBox
  - o OneLab
  - o Food Safety
  - o DEWS
  
4. Monitor/coordinate regional projects/activities to keep the Undersecretary abreast on status of projects/activities/financial and administrative concerns
  - o SAFE Program
  - o R and D Committee under RDC/ S4C Program
  - o Congressman Requests (Mindanao)
  - o Enhancing Core Competencies/Organizational Development Enhancement
  - o Mindanao Regional Offices

*JAP  
CCR  
GMO*

4. Monitor/coordinate regional projects/activities to keep the Undersecretary abreast on status of projects/activities/financial and administrative concerns
  - o SAFE Program
  - o R and D Committee under RDC/ S4C Program
  - o Congressman Requests (Mindanao)
  - o Enhancing Core Competencies/Organizational Development Enhancement
  - o Mindanao Regional Offices
5. Organize and coordinate regional activities to enhance regional operations
  - o Quarterly RDs' meetings, clusters and special meetings
  - o Regional conferences, seminars for regional and provincial personnel
6. Liaise with other DOST, government offices for S&T assistance/services
  - o PCHRD
  - o DAR
7. Act on communications and instructions of the Undersecretary thru the use of Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE) information system
8. Act as lead of the BAC TWG No. 2 (Printing/Publication and Other Related Services) in reviewing and coordinating with the members the technical evaluation and preparation of post-qualification reports of proposals submitted to DOST-BAC.
9. Act as member of the Internal Quality Auditors (IQA) for the ISO 9001:2015 of DOST-CO.
10. Perform other duties that shall be assigned from time to time.

Prepared by:

JANETTE A. PUERTO

Attested by:

BRENDA L. NAZARETH-MANZANO  
Undersecretary for Regional Operations

## STATEMENT OF ACTUAL DUTIES AND RESPONSIBILITIES

**CLARISSA C. RIVERA**  
Project Development Officer IV

As of 03 January 2017

1. Review and/or study policies and guidelines to assist the Undersecretary in improving the operations of the regional offices
  - o Performance measurement for regional offices - *SET UP, financial*
  - o SETUP Guidelines *- draft for finalization*
2. Recommend strategies, options to improve operations at OUSEC-RO
  - o ISO 9001:2015
3. Coordinate with DOST PES/FMS and/or consolidate and analyze information/data on regional performance (technical and financial), programs and projects to provide the Undersecretary with information/ data and/or recommendation as basis for her decision-making
  - o SETUP (includes Termination and Litigation of SETUP Projects, Impact Assessment, DBP-BEST)
  - o OneSTore
  - o OneExpert
  - o Innovation Centers (includes TBIs)
  - o Budgetary and financial concerns
  - o Technicom
  - o Unified Inter-Agency Task Force on Yolanda Recovery and Rehabilitation Program
  - o Task Force Bangon Marawi
4. Monitor/coordinate regional projects/activities to keep the Undersecretary abreast on status of projects/activities/financial and administrative concerns
  - / o Requests of Congressman from the Visayas
  - / o Senate Requests
  - / o All Regional Offices

5. Organize and coordinate regional activities to enhance regional operations
  - o Quarterly RDs' meetings, clusters and special meetings
  - o Regional conferences, seminars for regional and provincial personnel
6. Liaise with other DOST, government offices for S&T assistance/services
  - o PCIEERD
  - o DTI
  - o DOLE / ILO
7. Act on communications and instructions of the Undersecretary thru the use of Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE) information system.
8. Act as the Head of Bids and Awards Committee (BAC) Secretariat to ensure the smooth conduct of all procurement activities of the DOST-CO.
9. Perform other duties that shall be assigned from time to time.

Prepared by:

  
**CLARISSA C. RIVERA**  
Project Development Officer IV

Attested by:

  
**BRENDA L. NAZARETH-MANZANO**  
Undersecretary for Regional Operations

## STATEMENT OF ACTUAL DUTIES AND RESPONSIBILITIES

**ESMERALDA M. DEMAFELIX**  
Senior Science Research Specialist

As of 03 January 2017

- 1) Prepares/processes travel (foreign) documents of the Undersecretary;
- 2) Reviews completeness and processes travel documents of the 16 RDs and the regional offices staff;
- 3) Reviews, studies, drafts communication regarding the requests of legislators, mayors, barangays and other National and Local government agencies;
- 4) Monitors/updates status of requests of legislators
- 5) Consolidates and analyzes information/data on the following programs and projects to provide the Undersecretary with information/data and/or recommendation as basis for her decision-making:
- NSTW
  - HALAL Technology Transfer
  - International Linkages/International Relations
  - Infrastructure Development for Regional/Provincial Offices
  - Farm Tourism in coordination with DOT
- 6) Follow-up submission of DOST Regional Offices regarding memos, letters coming from DOST-CO;
- 7) Coordinates and attends to the needs of regional offices whenever assistance is sought; ~ *advice*
- 8) Draft letters, memos and other correspondences;
- 9) *liaise w/ other government offices for STI assistance + services*  
*PCARRD*  
*DOT*

- ✓ 9) Acts on communications and instructions of the Undersecretary thru the use of Tracking Retrieval Archiving of Communications for Efficiency (TRACE) for the assignments from time to time;
- 10) Performs other duties as maybe assigned from time to time.

Prepared by:

*esmeralda m. demafelix*  
**ESMERALDA M. DEMAFELIX**  
Senior Science Research Specialist

Attested by:

*brenda l. nazareth-manzano*  
**BRENDA L. NAZARETH-MANZANO**  
Undersecretary for Regional Operations

## STATEMENT OF ACTUAL DUTIES AND RESPONSIBILITIES

**MA. TERESA B. COSTALES**  
Senior Administrative Assistant III

As of 03 January 2017

1. Maintains /updates the schedule/calendar of activities of the Undersecretary;
2. Arranges the local travels of the Undersecretary;
3. Prepares voucher and other pertinent documents for the payment of expenses in the office;
4. Provides assistance to the Undersecretary and other staff/officers of the office in the performance of their respective duties.; (*appointment of User*)
5. Prepares and drafts letter/report and other correspondences for consideration or approval of the Undersecretary;
6. Maintains/secures confidential files, records and other documents;
7. Assists visitor and guests of the Undersecretary;
8. Assist in following up reports/info/data and other documents;
9. Arrange vehicle for the Regional Directors.

Prepared by:

  
**MA. TERESA B. COSTALES**  
Senior Administrative Assistant III

Attested by:

  
**BRENDA L. NAZARETH-MANZANO**  
Undersecretary for Regional Operations

## Statement of Actual Duties &amp; Responsibilities

**NERISSA L. LOMUNTAD**

Administrative Aide IV

As of 03 January 2017

1. Provides assistance to the Undersecretary and other staff in the performance of their respective duties;
2. Receives, records, routes all incoming documents using the TRACE; *Developing the eRMS to capture the TRACE integrated TRACE & eRMS*
3. Releases outgoing documents *5% Travel 30%*
4. Serves as member of the DOST- Records Inventory Committee
5. Serves as member of the DOST-Records Custodian *TDMS - DC / RC PPMP - Asset SETUP*
- \* 6. Performs the following tasks as Document Custodian
  - Attends DOST-CO DC Team Meetings regularly and other related activities;
  - Assists the 5S Coordinator of the DOST-CO in the implementation of programs/ project pertaining to maintenance of cleanliness and orderliness of the office environments (5S Program) of the DOST-CO
  - Identifies relevant documented information required by the ISO 9001:2015 at the office and/ or division level;
  - Updates and submits a copy to the DCCO the relevant Office and /or Division List of retained and maintained documented information and master list of external and internal documented information;
  - Files and keeps office and/or divisional retained and maintained documented information in filling cabinet with proper label for easy identification, retrieval, and safe keeping to protect such from damage and deterioration;
  - Disposal of office and/or divisional retained/ maintained documented information in accordance to Pambansang Sinupan ( National Archives of the Philippines General Circular No. 1 dated January 20,2009)

7. Ensures and monitors the safe keeping and use of the office equipment in the OUSECRO
8. Assists in the upkeep and orderliness of the OUSECRO
9. Performs other duties that may be assigned from time to time

*Prepares anticipations for the Regional Offices*

Prepared by:

*NL*  
**NERISSA L. LOMUNTAD**  
Administrative Aide IV

Attested by:

*BZ*  
**BRENDA L. NAZARETH-MANZANO**  
Undersecretary for Regional Operations

Name	Position	SG	Status of Employment			Actual Duties and Responsibilities			
		P	C	T	COS	JO			

4. Assist in preparation of travel documents

- a. Acquire three (3) quotations from travel agencies
- b. Prepare summary of quotations
- c. Coordinate with travel agency the issuance of ticket and insurance policy
- d. Prepare payment of airfare and travel insurance

5. Process PRs, vouchers and ObRs

- a. Prepare ObRs and Vouchers for payment of meals, supplies, reimbursement, replenishment
- b. Prepare PR and certification of urgency for purchase of supplies
- c. Conduct canvass of supplies
- d. Purchase supplies or meals, when necessary

6. Other assignments:

- a. Budget controller
  - i. Attend budget meeting and report to the Undersecretary the agreements during meeting
  - ii. Monitor and record expenses of the OUSEC for R&D
  - iii. Coordinate with DOST-Budget regarding status of OUSEC R&D approved budget and actual expenses
- b. Petty Cash Fund (PCF) Custodian
  - i. Keep safe the PCF of the OUSEC for R&D
  - ii. Disburse cash to OUSEC R&D staff for emergency expenses
  - iii. Monitor PCF of OUSEC for R&D using the Petty Cash Fund Record
  - iv. Prepare reports and other documents for replenishment of the PCF
- c. Request transportation service for staff
- d. Prepare request for repairs and ensure that repairs are conducted

Name	Position	SG	Status of Employment			Actual Duties and Responsibilities							
		P	C	T	COS	JO							
RMIENTO, Rikki Marie S.	Administrative Aide I	1	✓				1. Digitization the documents of Office of Undersecretary for R&D <ul style="list-style-type: none"> <li>a. Save files to computer drive, cloud storage and external drive</li> <li>b. Reproduce some files as needed</li> <li>c. Send copies to OUsec for R&amp;D personnel when requested</li> </ul> 2. Assist in monitoring activities of PNRI <ul style="list-style-type: none"> <li>a. Arrange visit meeting of Usec. for R&amp;D to PNRI and personnel</li> <li>b. Attend various meetings relative to PNRI</li> <li>c. Prepare highlights/action items after the meeting</li> <li>d. Review travel reports of PNRI personnel and follow-up pertinent recommended follow-through actions in the report</li> </ul> 3. Reviews all IAEA invitations <ul style="list-style-type: none"> <li>a. Acknowledge all emails from Vienna</li> <li>b. Summarize invitations</li> </ul> ► Helps Usec. for R&D for direct actions needed 4. Administrative support in attending meetings, events and other activities needed <ul style="list-style-type: none"> <li>a. Assists in events preparation</li> <li>b. Preparation of attendance sheet, participants' IDs, conference kit, certificates</li> <li>c. Man the registration area in event</li> <li>d. Usher event's participants</li> </ul> 5. Support in Science for Change Program <ul style="list-style-type: none"> <li>a. Scan documents of S4C such as proposal, endorsement/transmittal letter, acknowledgment letter, etc.</li> <li>b. Attends meeting relative to the S4C</li> <li>c. Prepare acknowledgement letters and endorsement/transmittal letters.</li> </ul> 6. Other clerical tasks <ul style="list-style-type: none"> <li>a. Alternative to the record custodian: Receives incoming files, record incoming &amp; outgoing files in ERMS, reproduce copies, file documents as needed.</li> <li>b. Draft letter for some requirements</li> </ul>						

<b>Name</b>	<b>Position</b>	<b>SG</b>	<b>Status of Employment</b>				<b>Actual Duties and Responsibilities</b>			
			<b>P</b>	<b>CT</b>	<b>COS</b>	<b>JO</b>				
							7. ISO Document Custodian	c. Regularly check the official email of OUsec for R&D		
							a. Attend DOSST-CO DC Team Meetings			
							b. Assist the DC Team Leader			
							c. Assist the 5S Coordinator			
							d. Identify relevant documented information			
							e. Updates and submits copy of master list			
							f. Files and keeps retained and maintained for easy identification, retrieval and safe keeping			
							g. Encrypted with password the controlled softcopy documents			
							h. Disposal of office retained/maintained document			
							8. Performs such other tasks as may be assigned from time to time			

*and: P-Permanent; CT-Co-terminus; COS-Contract of Service Personnel; JO-Job Order Personnel*

Name	Position	SG	Status of Employment			Actual Duties and Responsibilities									
		P	C	T	COS	JO									
PROYO, iel R.	Project Assistant 1	8				✓	1. Receives and records incoming/outgoing communications/documents 2. Tracks and monitors the flow of incoming/outgoing documents 3. Serves as records custodian 4. Reproduces/photocopies of the documents 5. Provides the necessary technical and administrative support/assistance to meetings and activities of the OUsec for R&D and other programs 6. Answer phone calls and refers to the appropriate person of agency 7. Serves as Liason Officer to DFA/Embassy 8. Performs other duties/responsibilities as may be assigned								
MENZA, ena B.	Administrative Aide VI	6				✓	1. Assist in monitoring activities and R&D projects of DOST agencies, particularly ITDI, TAPI a. Monitor and follow up status of R&D projects and programs and travels of agency officials and staff b. Coordinate with agencies the instructions and comments of the Secretary and the Usec for R&D c. Prepare summary of reports, chronology of events d. Secretariat support in meetings and other activities e. Check availability of attendees f. Coordinate schedule of meeting with attendees g. Arrange/Coordinate venue, setup h. Order meals, if necessary i. Prepare attendance sheet j. Take notes and prepare minutes of meeting k. Follow up and monitor tasks to be acted upon l. Prepare annual budget proposal and procurement plan m. Conduct inventory of OUSECRD supplies n. Inquire supplies needed by the Undersecretary and staff o. Inquire activities for the following year p. Check price value of supplies, venue, meals q. Prepare the Budget proposal and PPMP								

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, Nikki Marie S. Sarmiento, of the Office of the Undersecretary for R&D, Division of Department of Science and Technology, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2016.

Nikki  
Nikki Marie S. Sarmiento

Ratee

Date:

**APPROVED BY:**

Name:	Amelia P. GUEVARA
Position:	Undersecretary for R&D
Date:	

**RATING**

- 5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Unsatisfactory  
1 - Poor

MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	Rating				Remarks
			Q	E	T	A	
I. Science and Technology Advisory Services							
CF1: Supervision of DOST RDIS, 3 Councils, SPD and BSP	Arranged office supplies of R&D and BSP properly in cabinet; Prepared PPMP of R&D and BSP for office supplies and equipments; Maintained cleanliness of pantry and office equipments; Scanned documents for R&D and BSP; Filed selected documents of APG and BSP; Photocopied files/documents; Prepared ObR and DV for payments of R&D and BSP Meetings; Received incoming documents/files and released outgoing files/documents.	Inventoried for supplies of BSP and R&D; PPMP sent such as requested to procurement; Equipments and furniture arranged by its order; Saved softcopies of documents; Filed documents; Reproduced copies of files/documents; ObR and DV created for payments; Recorded incoming and outgoing files.	4	4	4	4.0	
CF2: Development of R&D policies; Monitoring of the implementation of R&D Agenda and development of the R&D database	Attended meetings; Invited members of the meeting (Councils, RDIS and other agencies); Released memo the notice of the meeting; Set the venue and catering for the meeting; Prepared materials for the meeting; Followed ups assignments for the meeting.	Blocked the schedules of the attendees; Sent memos to each agency invited; Venue and foods reserved for the meeting; Materials for the meeting provided; Assignments submitted and complied.	4	4	4	4.0	
II. Research and Development Funding Services							
CF1: Implementation of DOST-GIA Program							
SUPPORT FUNCTIONS							
1. Assistance to the DOST Secretary in the following Boards, Committees and Networks: Oversight Committee for Science Consortium for the ASTHRDP, Technical Selection Committee and TWG for ASTHRDP, Certification of Investment in Advanced Technology, BOI Registration of R&D activities							
2. Supervision of the daily operation of the Office of the Undersecretary for R&D	Performs a variety of manual tasks such as packing, loading, unloading & delivery of supplies, materials and equipment; Collects and delivers intra and inter-office correspondence & documents; Maintains in an orderly manner stock of office supplies, materials and forms; Maintains cleanliness & orderliness of office desks, cabinets, furniture & other office equipment; May performs simple clerical tasks; Runs errands; Performs such other tasks as may be assigned from time to time.	Created PPMP & PR; Filed documents; Digitized files/documents; Photocopied files/documents; Answering phone calls; Recorded files/documents; Released files/documents; Attended meeting; Sent invitations to attendees of meeting; Prepared ObR/DV for payments	4	4	4	4.0	
<b>TOTAL RATING</b>						<b>12.0</b>	
<b>FINAL AVERAGE RATING</b>						<b>4.0</b>	

**Comments and Recommendations for Development Purposes or Rewards/Promotion**

The above rating has been discussed with the Immediate Supervisor

Name and Signature of Ratee:

NIKKI MARIE S. SARMIENTO

Position: Administrative Aide I

Date:

Name and Signature of Rater:

JULIETA FE L. ESTACIO

Position: Project Development Officer IV

Date:

Final Rating by Office Head:

AMELIA P. GUEVARA

Position:

Undersecretary for R&D

Date:

## **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, Nikki Marie S. Sarmiento, of the Office of the Undersecretary for R&D, Division of Department of Science and Technology commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2016.

۱۴۰

NIKKI MARIE S. SARMIENTO

Rappe

Date:

<b>APPROVED BY:</b>	<i>Rowena Cristina L. Guevara</i>
<b>Name:</b>	ROWENA CRISTINA L. GUEVARA
<b>Position:</b>	Undersecretary for R&D
<b>Date:</b>	

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Unsatisfactory
- 1 - Poor

Comments and Recommendations for Development Programs

41

The above rating has been discussed with the Immediate Supervisor

Name and Signature of Ratee:

NIKKI MARIE S. SARMIENTO

Pratiti

Name and Signature of Rater:

JULIETA FE L. ESTACIO

Positive

Final Rating by Office: It is my opinion that

Final Rating by Office Head: ROWENA CRISTINA GUEVARA

**Position**

## ANNEX M

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(POSITION DESCRIPTION FORM)

## 1. NAME OF EMPLOYEE

CASTA HELEN

D.

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

## 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Department of Science and Technology-DO

## 3. BUREAU OR OFFICE

Gen. Santos Ave., Bicutan, Taguig

## 4. DEPT./BRANCH/DIVISION

A L S-G S D

## 5. WORK STATION/PLACE OF WORK

Radio &amp; Telephone Communications Unit

## 6a. PRES. APPROP. ACT

## 6b. PREV. APPROP. ACT/

BOARD RES./

BOARD RES./

ORD. NO.

ORD. NO.

ITEM NO. OSEC-DOSTB-

ITEM NO.

CE02-3

## 7a. SALARY

AUTHORIZED ₱ 91,272 per annum

ACTUAL

## 7b. OTHER COMPENSATION

## 8. OFFICIAL DESIGNATION OF POSITION

Communications Equipment Operator II

## 9. WORKING OR PROPOSED TITLE

## 10. WAPCO CLASSIFICATION OF THIS POSITION

CPCB

Communications Equipment Operator II

## 11. OCCUPATIONAL GROUP TITLE (Leave blank)

## 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

Municipality

City

Province

## 12. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of Working Time

30%

## Duties

1. Receives and transmits messages on VHF radios by voice;
2. Relays or delivers received messages to addressees;
3. Records radio messages on appropriate logbooks;
4. Performs related jobs as may be assigned from time to time.

30%

30%

10%


  
CERTIFIED COPY

RAUL D. DUMOL, DPA



## DEPARTMENT OF SCIENCE AND TECHNOLOGY

ANNEX M

## SERVICE RECORD

(To Be Accomplished By Employer)

NAME: ESTACIO, JULIETA FE LOPENA (if married woman, give also full maiden name)

(Surname) (Given Name) (Middle Name)

BIRTH: February 5, 1955 Tipas, Taguig, M. Mia. (Data herein should be checked from birth or baptismal certificate or some other reliable documents)

(Date) (Place)

This is to certify that the employee named hereinabove actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned:

SERVICE RECORD		RECORD OF APPOINTMENT			OFFICE ENTITY/DIVISION			SEPARATION	
(Inclusive Dates)		Designation	Status	Salary (1)	Station/Place of Assignmt.	Branch	L/V ABS W/O PAY	Date	Cause
From	To			(2)				(4)	
*04 12-76	02-06-77	Laboratory Asst.	Emerg.	P 15.00/d	PAEC now PNRI	Nat'l.	None		
*02-07-77	"12-31-77	Tech. Asst. Analyst	Ct.	550.00/m	-do-	-do-	-do-		
*01-02-78	12-31-78	Nuclr. Trng. Asst. II	-do-	550.00/m	-do-	-do-	-do-	None	
*01-02-79	04-30-79	Nuclr. Res. Asso. I	Perm.	8,712.00/m	-do-	-do-	-do-	None	
* 5-01-79	4-30-80		-do-	10,776.00/a	-do-	-do-	-do-	-do-	
* 5-01-80	2-28-81	Sc. Res. Spec. I	-do-	12,516.00/a	-do-	-do-	-do-	-do-	
* 3-01-81	4-06-82		-do-	13,824.00/a	-do-	-do-	-do-	-do-	
* 4-07-82	4-30-84	Sc. Res. Spec. II	-do-	16,044.00/a	-do-	-do-	-do-	-do-	
* 5-01-84	11-30-84		-do-	17,724.00/a	-do-	-do-	-do-	-do-	
*12-01-84	12-31-84		-do-	22,728.00/a	-do-	-do-	-do-	-do-	
* 1-01-85	12-31-86		-do-	27,732.00/a	-do-	-do-	-do-	-do-	
* 1-01-87	2-28-87		-do-	37,344.00/a	-do-	-do-	-do-	-do-	
* 3-01-87	12-31-87		-do-	39,211.00/a	-do-	-do-	-do-	-do-	
05-22-89	06-30-89	Sr. Dev. Proj. Coor.	-do-	58,092.00/a	D O S T	Nat'l.	N o n e	Trans. from PNRI	
07-01-89	05-21-92	Proj. Dev. Offr. IV	-do-	99,000.00/a	-do-	-do-	-do-	NCC #56	
05-22-92	12-31-93		-do-	99,996.00/a	-do-	-do-	-do-	CSC/DBM Cir. #1	
01-01-94	12-31-94		-do-	108,396.00/a	-do-	-do-	-do-	NCC #72	
01-01-95	05-21-95		-do-	120,396.00/a	-do-	-do-	-do-	NCC #74	
05-22-95	12-31-95		-do-	121,392.00/a	-do-	-do-	-do-	Step 3/	
01-01-96	12-31-96		-do-	145,572.00/a	-do-	-do-	-do-	NBC #448	
01-01-97	10-31-97		-do-	177,852.00/a	-do-	-do-	-do-	NBC #458	
11-01-97	05-21-98		-do-	210,132.00/a	-do-	-do-	-do-	NBC #458	
05-22-98	12-31-99		-do-	215,388.00/a	-do-	-do-	-do-	Step 4/	
01-01-00	05-21-01		-do-	236,928.00/a	-do-	-do-	-do-	NBC #468	
05-22-01	06-30-01		-do-	242,856.00/a	-do-	-do-	-do-	Step 5/	
07-01-01	05-21-04		-do-	255,000.00/a	-do-	-do-	-do-	NBC #474	
05-22-04	05-21-07		-do-	261,372.00/a	-do-	-do-	-do-	Step 6/	
05-22-07	06-30-07		-do-	267,900.00/a	-do-	-do-	-do-	Step 7/	
07-01-07	06-30-08		-do-	294,696.00/a	-do-	-do-	-do-	NBC #.511	
07-01-08	06-30-09		-do-	324,168.00/a	-do-	-do-	-do-	NBC #.516	
07-01-09	05-21-10		-do-	379,764.00/a	-do-	-do-	-do-	NBC #.526	
05-22-10	06-23-10		-do-	387,336.00/a	-do-	-do-	-do-	Step 8/	
06-24-10	05-31-11		-do-	442,404.00/a	-do-	-do-	-do-	NBC #524	
06-01-11	05-31-12		-do-	497,484.00/a	-do-	-do-	-do-	NBC #530	
06-01-12	12-31-15		-do-	552,564.00/a	-do-	-do-	-do-	NBC #540	
01-01-16	12-31-16		-do-	620,364.00/a	-do-	-do-	-do-	NBC #562	
01-01-17	Present		-do-	696,480.00/a	-do-	-do-	-do-	NBC #568	

Note: \* per records on file.

CERTIFIED CORRECT

October 20, 2017  
DATE

RAUL D. DUMOL, DPA  
Chief Administrative Officer  
Personnel Division

REPUBLIC OF THE PHILIPPINES  
BOCSC Form No. 1 (REV. 10-1981)  
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Dept. of Science & Technology		1. NAME OF EMPLOYEE  ESTACIO JULIETA FE LOPENA (FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)	
4. DEPT./BRANCH/DIVISION  Office of the Undersecretary		3. BUREAU OR OFFICE	
5. PREV. APPROP. ACT/BOARD RES. ORD. NO RA 6688 ITEM NO 36		6. WORK STATION/PLACE OF WORK  Bicutan, Taguig, Metro Manila	
7a. SALARY  AUTHORIZED ₱58,092 ACTUAL		7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OF POSITION  Senior Dev. Projs. Coordinator(OPR-16)		9. WORKING OR PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION  Senior Dev. Projs. Coordinator(OPR-16)		11. OCCUPATIONAL GROUP/TITLE (Leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS  Municipality <input type="checkbox"/> City <input type="checkbox"/> Province <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/>			

13. STATEMENT OF DUTIES AND RESPONSIBILITIES If more space is needed, please attach additional sheets.

Percent of  
Working Time

Duties

1. Plans, organizes and supervises a staff program of activities to assist the Undersecretary in the formulation, implementation and review of policies relating to S&T activities of the DOST;
2. Responsible for the study, examination and review of papers pertaining to the programs operations and management of the Office of the Undersecretary;
3. Maintains effective liaison with other ministries and institutions involved in the science and technology dissemination; and
4. Provides technical assistance and services to the Undersecretary and Secretary whenever indicated.

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> Undersecretary for S&T	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> Secretary, DOST
<b>16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than 6, list only by their item nos. and titles)</b>	

**ANNEX M**

**17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work**

**18. Contacts**

	Occasional	Frequent
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**19. Working Condition**

Normal Working Conditions	<input type="checkbox"/>
Field Work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to Varied Weather	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>

**20. I CERTIFY that the above answers are accurate and complete.**

(Date)

*J. Estacio*  
**JULIETA FE L. ESTACIO**

(Signature of Employee)

**TO BE FILLED OUT BY THE IMMEDIATE SUPERVISOR**

**21. Describe briefly the general function of the Unit or Section.** Provides central direction in the formulation of national science and technology goals, policies, plans and implementing programs and projects and reviews continually the status and needs of the nation's s&t against the backdrop of worldwide scientific and technological development.

**22. Describe briefly the general function of the position.**

Under general instruction, assists the Undersecretary in the formulation, implementation and review of policies to science and technology activities of the DOST.

**23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching.)**

**Education:** Bachelor's degree relevant to the job.

**Experience:** Two(2) years of relevant experience.

**23b. Licenses or certificates required to do this work, if any**

C.S. eligibility; C.S. Professional

**24. I hereby certify that the above answers are accurate and complete.**

(Date)

**Signature and Title of Immediate Supervisor**

**25. Approved:**

*M.S.*  
**LELAND S. VILLADOLID**

**Head of Agency**

(Date)

## ANNEX M

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Department of Science and Technology CO		1. NAME OF EMPLOYEE MONTECER, ROWENA U. (FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)	
4. DEPT./BRANCH/DIVISION OSEC-ITCU		3. BUREAU OR OFFICE Gen. Santos Avenue, Bicutan, Taguig	
6a. PRES. APPROP. ACT BOARD RES./ ORD. NO. ITEM NO. OSEC-DOSTB- TSR03-1	6b. PREV. APPROP. ACT/ BOARD RES./ ORD. NO. ITEM NO.	7a. SALARY AUTHORIZED ₱190,092 per annum ACTUAL	7b. OTHER COMPENSATION
8. OFFICIAL DESIGNATION OF POSITION International Science Relations Officer III (SG-18)		9. WORKING OR PROPOSED TITLE	
10. WORK CLASSIFICATION OF THIS POSITION CPCB International Science Relations Officer III (SG-18)		11. OCCUPATIONAL GROUP TITLE (Leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS			

Municipality City Province 

1st  2nd  3rd  4th  5th  6th  7th

## 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of  
Working Time

Duties

- Assists in the development, implementation, coordination, monitoring, assessment and review of all aspects of the international S&T cooperation programs of the department;
- Assists in the monitoring and review of the operations of the Science Programs abroad;
- Provides guidelines and supervision over activities pertaining to the discharge of central coordinating mechanism/systems for international S&T transactions as well as foreign S&T information collection and dissemination to meet local needs and requirements;
- Attends meeting in behalf of/for the Chief of the Unit;
- Prepares special studies and reports relevant to the over all international S&T cooperation programs; and
- Performs such other related work as may be required from time to time.

**ANNEX M**

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(POSITION DESCRIPTION FORM)

**1. NAME OF EMPLOYEE**  
POSTOR MARY GRACE REGASPE  
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

**2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT**

Department of Science and Technology

**3. BUREAU OR OFFICE**

Department of Science and Technology

**4. DEPT./BRANCH/DIVISION**

Office of the Undersecretary for Regional Operations

**5. WORK STATION/PLACE OF WORK**

Bicutan, Taguig City

**6a. PRES. APPROP. ACT  
BOARD RES / \***

ITEM NO.  
OSEC-DOSTB-PDO4-5-1998

**6b. PREV. APPROP. ACT/  
BOARD RES/J  
ORD. NO.**

ITEM NO.

**7a. SALARY**

P 337,608.00/annum  
P 337,608.00/annum

**7b. OTHER COMPENSATION**

**8. OFFICIAL DESIGNATION OF POSITION**

Project Development Officer IV ( SG - 22 )

**9. WORKING OR PROPOSED TITLE**

**10. WAPCO CLASSIFICATION OF THIS POSITION**

Project Development Officer IV ( SG - 22 )

**11. OCCUPATIONAL GROUP TITLE (leave blank)**

**12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS**

Municipality

City

Province

1st 2nd 3rd 4th 5th 6th 7th

**13. STATEMENT OF DUTIES AND RESPONSIBILITIES, If more space is needed please attach additional Sheets**

Percent of Working Time

Duties

1. Plans, organizes and supervises a staff program of activities to assist the Undersecretary in the formulation, implementation and review of policies relating to the REGIONAL Operations of the DOST;
2. Responsible for the study, examination and review of papers pertaining to the programs operations and management of the Regional Offices.;
3. Maintains effective liaison with other agencies and institutions involved in the technology dissemination of the Regional Level;
4. Provides technical assistance and services to the Undersecretary whenever indicated.

**ANNEX M**

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Department of Science and Technology Central Office		1. NAME OF EMPLOYEE RIVERA CLARISSA C. (FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)	
4. DEPT./BRANCH/DIVISION Osec-Office of the Assistant Secretary for Technology Transfer		3. BUREAU OR OFFICE Bicutan, Taguig, City	
6.a. PRES. ITEM NO. OSEC-DOSTB-RO4-1	6.b. PREV. ITEM NO.	7.a. SALARY P231,012.00 per annum	7.b. OTHER COMPENSATION
8. OFFICIAL DESIGNATION OF POSITION Project Development Officer IV (SG-22)		9. WORKING OR PROPOSED TITLE	
10. CPCB CLASSIFICATION OF THIS POSITION Project Development Officer IV (SG-22)		11. OCCUPATIONAL GROUP TITLE (leave blank)	

**12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENTAL UNIT AND UNITS CLASS**

Municipality

City

Province

1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup>

**13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.**

Duties:

1. Plans, organizes & supervises a staff program of activities to assist the Secretary in the implementation and review of policies relating to 3 programs such as JSPS, Balik Scientist and Scientific Career System handled by the Office of the Assistant Secretary for Technology Transfer;
2. Responsible for the study, examination and review of papers pertaining to the programs, operations and management of the Office of the Asst. Secretary for Technology Transfer;
3. Maintains effective liaison with other departments and institutions involved in the technology dissemination including those at the regional level;
4. Provides technical assistance and services to the Secretary whenever indicated specifically On programs related to technology transfer;
5. Performs other task as may be assigned by the immediate supervisor/ Secretary.

1. NAME OF EMPLOYEE

CANILAO CORLITA GABON  
(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Department of Science and Technology

3. BUREAU OR OFFICE

Department of Science & Technology

4. DEPT./BRANCH/DIVISION

PES/ Policy Development and Planning Division

5. WORK STATION/PLACE OF WORK

Bicutan, Taguig City

6a. PRES. APPROP. ACT

BOARD RES /

ORD. NO.

ITEM NO.

OSEC-DOSTB-PLO2-1-1998

6b. PREV. APPROP. ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY

P 219,504.00/annum

7b. OTHER COMPENSATION

P 219,504.00/annum

8. OFFICIAL DESIGNATION OF POSITION

Planning Officer (SG-15)

9. WORKING OR PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

Planning Officer (SG-15)

11. OCCUPATIONAL GROUP TITLE (leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS

Municipality

City

Province

1st 2nd 3rd 4th 5th 6th 7th

13. STATEMENT OF DUTIES AND RESPONSIBILITIES, If more space is needed please attach additional Sheets

Percent of

Working Time

Duties

1. Undertake policy research/ study to support the science and technology policies and plans;
2. Provides assistance in the formulation, implementation and review of science and technology policies and plans;
3. Prepares minutes of the meeting, reports and briefing materials for the S&T policy makers and planners;
4. Assists in coordinating the various related S&T policy making and planning; and
5. Performs other special assignments or studies.