



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**



**MEMORANDUM**

FOR : **MR. JOSE B. PATALINJUG III, DOST-NCR**  
**MS. EMELITA P. BAGSIT, DOST-CALABARZON**  
**DR. MA. JOSEFINA P. ABILAY, DOST-MIMAROPA**  
**DR. REYNALDO V. EBORA, PCAARRD**  
**DR. ENRICO C. PARINGIT, PCIEERD**  
**DR. JAIME C. MONTOYA, PCHRD**  
**MS. LUNINGNING. E. SAMARITA-DOMINGO, NAST**  
**DR. MARIETA B. SUMAGAYSAY, NRCP**  
**DR. FRANZ A. DE LEON, ASTI**  
**DR. IMELDA A. AGDEPPA, FNRI**  
**DR. ROMULO T. AGGANGAN, FPRDI**  
**DR. ANNABELLE V. BRIONES, ITDI**  
**ENGR. ROBERT O. DIZON, MIRDC**  
**DR. CARLO A. ARCILLA, PNRI**  
**MS. CELIA B. ELUMBA, PTRI**  
**DR. VICENTE B. MALANO, PAGASA**  
**DR. RENATO U. SOLIDUM, JR., OIC, PHIVOLCS**  
**MS. LILIA T. HABACON, PSHS System**  
**DR. JOSETTE T. BIYO, SEI**  
**MR. RICHARD P. BURGOS, STII**  
**ATTY. MARION IVY D. DECENA, TAPI**

FROM : *Angely P. Medalle-Alviar*  
**ATTY. ANGELY P. MEDALLE-ALVIAR**  
 Director, Administrative and Legal Service

DATE : 04 February 2022

SUBJECT : **POSTING OF ANNOUNCEMENT OF VACANCY**

Pursuant to Sec. 25, Rule VII of the Civil Service Commission Memorandum Circular No. 14, Series of 2018, titled "2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018", may we request your favorable consideration for the posting of the following vacant position of the **Department of Science and Technology Central Office** in your respective bulletin boards and agency websites:

Position Title / Salary Grade	Place of Assignment
1. <b>Internal Auditor V / SG-24</b> OSEC-DOSTB-IAUD5-2-2018	Operations Audit Division, Internal Audit Service

Thank you.

PD-22-00217

Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF SCIENCE AND TECHNOLOGY in the CSC website:

  
**MARISSA G. CENETA**

Chief Administrative Officer, Personnel Division

Date: **08 FEB 2022**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Internal Auditor V	OSEC-DOSTB-IAUD5-2-2018	24	88410	Master's degree in Accounting, Public Administration, Criminology, Information Technology/ Computer Science, and other related disciplines, or Certificate in Leadership and Management (C-Pro) from the Civil Service Commission, preferably Bachelor's degree in Law	Forty (40) hours of supervisory/ management leadership and development intervention Internal Auditing, Administrative or Criminal Investigation, Forensics (e.g., Accounting, Information Technology, ISO Management Systems and other related disciplines)	Four (4) years of management and supervisory experience in positions involving Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g. Accounting, Information Technology, ISO Management systems and other related disciplines)	Career Service Professional / Second Level Eligibility	N/A	Operations Audit Division, Internal Audit Service

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **18 FEB 2022**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopies of Diplomas and Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**ATTY. ANGELY P. MEDALLE - ALVIAR**

Director, Administrative and Legal Service

2/F MIRDC Platinum Bldg., MIRDC Compound, Gen. Santos Ave., Bicutan, Taguig City

[recruitment@dost.gov.ph](mailto:recruitment@dost.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines

## DEPARTMENT OF SCIENCE AND TECHNOLOGY



### NOTICE OF VACANCY

The Department of Science and Technology – Central Office (DOST-CO) is in need of applicants to fill up the vacant position stated in the attached Annex.

Interested and qualified applicants may submit their requirements preferably online on or before 18 FEB 2022. Only those applications with complete requirements as enumerated below shall be entertained.

1. Letter of Application
2. Personal Data Sheet (CSC Form 212, Revised 2017) with latest passport-sized ID picture, name tag, and Work Experience Sheet
3. Photocopy of Diploma
4. Photocopy of Transcript of Records
5. Authenticated Certificate of Eligibility/Board Exam
6. Certificate/s of Trainings/Seminars/ and Awards
7. Performance Evaluation Rating in the last rating period or its equivalent
8. Certificate/s of Previous Employment with No Pending Administrative Charge
9. Copy of valid NBI Clearance

Please send your letter of application with complete documentation to:

**Personnel Division, Administrative and Legal Service**

Department of Science and Technology

Gen. Santos Avenue, Bicutan, Taguig City

E-mail address: recruitment@dost.gov.ph

  
**ATTY. ANGELY P. MEDALLE-ALVIAR**  
Director IV, Administrative and Legal Service

As an advocate of the Equal Employment Opportunity Principle (EEOP), the DOST-Central Office encourages and welcomes all applicants regardless of age, religion, political affiliation including persons with disability, members of indigenous communities, and those from any sexual orientation and gender identities. For specific guidelines, please see attached Annex.

Date Posted: 08 FEB 2022



DOST-CO VACANT POSITIONS

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Office / Unit	Position Title and Salary Grade	Rem No.	CSC QUALIFICATION STANDARDS (Minimum Requirements)				Job Description	Remarks
			Education	Experience	Training	Eligibility		
Internal Audit Service Operations Audit Division	1. Internal Auditor V / SG-24	OSEC-DOSTB-IAUD5-2-2018	Master's degree in Accounting, Public Administration, Criminology, Information Technology/Computer Science, and other related disciplines, or Certificate in Leadership and Management (C-Pro) from the Civil Service Commission, preferably Bachelor's degree in Law	Four (4) years of management and supervisory experience in positions involving Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g. Accounting, Information Technology, ISO Management systems and other related disciplines)	Forty (40) hours of supervisory/management leadership and development intervention in Internal Auditing, Administrative or Criminal Investigation, Forensics (e.g., Accounting, Information Technology, ISO Management Systems and other related disciplines)	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Establishes the annual goals, objectives, and performance targets of the Division with the concurrence of the IAS Director;</li> <li>2. Engages in audit planning, execution, reporting, and follow-up activities of the Division;</li> <li>3. Establishes standards, guidelines, and procedures for the guidance of the Division staff.</li> <li>4. Does final review and recommends approval of internal audit plans and internal audit reports;</li> <li>5. Determines the training needs of the Division staff;</li> <li>6. Is responsible for the work performance and discipline of the audit staff;</li> <li>7. Determines the extent of coordination with the various stakeholders; and</li> <li>8. Performs other related functions and duties as may be assigned from time to time.</li> </ol>	<p>General/professional knowledge and functional expertise in any of the following:</p> <p>Auditing, accounting, public administration, law, information technology, ISO management systems, and other related disciplines</p>

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