

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format



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:

**GERBE B. DELLAVA**  
HRMO

Date: October 5, 2023

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	Chief Administrative Officer (Administrative Officer V)	OSEC-DOS:TB-CADOF-210-2004	24	₱0,078.00	Masters Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/ management learning and development intervention	Four (4) years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	1. Building collaborative, inclusive working relationships (Intermediate) 2. Managing performance and coaching for results (Intermediate) 3. Leading change (Intermediate) 4. Thinking strategically and creatively (Intermediate) 5. Creating and nurturing a high performing organization (Intermediate)	Regional Office VI

This office highly encourages interested and qualified applicants regardless of age, school, gender, civil status, disability, religion, ethnicity, social status income class, paternity, and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **October 15, 2023**.

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. Photocopy of certificate of eligibility/rating/license;
3. Photocopy of Transcript of Records;
4. Photocopy of Diploma;
5. Certificates of Training;
6. Certificates of Employment; and
7. Latest Performance Evaluation (if applicable)

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

**GERBE B. DELLAVA**  
Chief Administrative Officer  
Department of Science and Technology VI  
Magsaysay Village, La Paz, Iloilo City  
[ord@ro6.dost.gov.ph](mailto:ord@ro6.dost.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS/LATE SUBMISSION OF THE SAME SHALL NOT BE ENTERTAINED.**