

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:

MAY ROSE O. SUERTE, DM
HRMO

Date: May 20, 2025

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	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOSTB-ADAS3-212-2004	9	23,226.00	Completion of Two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Sub-Professional/ First-Level Eligibility	Knowledgeable in handling financial records, performing bookkeeping tasks, and using office tools for basic data management. Familiar with general office operations and aware of fundamental government policies, administrative procedures, and data privacy practices. Preferably has completed at least two years of college coursework toward a degree in Accounting.	DOST VI Regional Office

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 **June 2, 2025**.

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;
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:

ROWEN R. GELONGA, ChE, CESO II
Regional Director
Department of Science and Technology VI
Magsaysay Village, La Paz, Iloilo City
hrmpsbdost6@gmail.com

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