

Department of Science and Technology  
DOST Main Building, General Santos Avenue, Bicutan, Taguig City, Metro Manila

### NOTICE OF VACANCY

A third notice is hereby given that the DOST - Director IV (SG-28) position of the Financial and Management Service (FMS) is vacant. The aforesaid position is proposed to be filled up immediately.

#### Qualification Requirements:

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|--------------------|--|
| Education          | : Master's Degree in Financial Management or Public Administration (MPA)/Business Administration (MBA) OR Certificate in Leadership and Management from CSC; and Must be a Certified Public Accountant (CPA - RA 1080) |
| Work Experience:   | At least 5 years of extensive work experience in Financial Management (3 years of which shall be in supervisory or managerial level).  |
| Relevant Training: | At least 120 hours of relevant supervisory/managerial training   |
| Competencies       | : Strong leadership; people and communications skills; Proficient in the use of Office productivity tools (IT software); Knowledgeable on existing Accounting and Auditing Rules and Regulations.                      |
| Eligibility        | : Career Service Eligibility; in the absence of said eligibility, the candidate should be willing to undergo the process of obtaining eligibility within one (1) year from assumption of duty                          |

#### Brief Description of Duties and Responsibilities:

- In charge of the over-all management and supervision of the Financial and Management Service (FMS);
- Shall be *"responsible for providing the Department with efficient and effective staff advice and assistance on budgetary, financial and management improvement matters (EO 128)."*

#### Documentary Requirements:

1. Application Letter
2. Updated curriculum vitae with 3 references (names and contact details)
3. Updated Service Record for those who served in the government
4. Performance Evaluation for the past 2 rating periods
5. Clearances from NBI, CSC, Sandiganbayan and Office of the Ombudsman
6. 2x2 ID Photo (2 pcs)
7. Written plan on the applicant's vision and strategies in the overall management and supervision of the Financial and Management Services (FMS) to improve its operational efficiency and effectiveness.

Please forward all applications to:

BRENDA L. NAZARETH-MANZANO  
Undersecretary for Regional Operations and  
Chairperson, Search Committee for FMS Director  
Ground Floor, ADMATEL Bldg., Tuklas Street  
DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City

Deadline for submission of applications is on February 21, 2019.