



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

CENTRAL OFFICE


JAN 3 1 2020



ISO 9001:2015
Certificate No. AJA18-0121

MEMORANDUM

FOR : **All Heads of DOST Advisory Bodies, Sectoral Councils, R&D Institutes, S&T Service Institutes and Regional Offices**

FROM : **Maridon O. Sahagun** 
Assistant Secretary for Finance
and Chairperson, Search Committee for FMS Director

SUBJECT : **Request for Posting and Dissemination of Notice of Vacancy for Finance and Management Service (FMS) Director**

DATE : **31 January 2019**

We wish to inform you that the deadline for submission of application for the DOST-FMS Director position is extended until **February 17, 2020**.

In this regard, we would again like to request your assistance in posting and disseminating the attached Notice of Vacancy to your stakeholder-institutions and networks.

Thank you.

DASECFALA-20-00015

NOTICE OF VACANCY

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:

- Education: Master's Degree in relevant fields (e.g. Financial Management, Public Administration, Business Administration, etc.) or Certificate in Leadership and Management from CSC; and Certified Public Accountant
- Work Experience: At least three (3) years of extensive work experience in Financial management two (2) years of which shall be in supervisory or managerial level.
- Relevant Training: At least 120 hours of relevant training in the last five (5) years, 40 hours of which are supervisory/managerial trainings.

Brief Description of Duties and Responsibilities:

The Director is in charge of the over-all management and supervision of the Financial and Management Service (FMS) which is "responsible for providing the Department with efficient and effective staff advice and assistance on budgetary, financial and management improvement matters."

Among the responsibilities of the FMS Director are as follows:

- Supervises the performance of Divisions under FMS namely, Budget Division (BD), Accounting Division (AD), and Management Division (MD);
- Renders advisory/consultative service and/or assistance regarding financial matters to DOST top management, services, and units of DOST-CO and all attached agencies/regional offices;
- Reviews, analyzes and recommends the DOST program of expenditures, allocation and releases of funds for approval of the Secretary;
- Reviews, validates and endorses for the Secretary's approval monthly, quarterly and other consolidated reports of DOST OSEC and attached agencies as required by various oversight bodies;
- Liaises with various offices (e.g. DBM, COA, Senate, House of Representatives, etc.);
- Approves and ensures timely processing of payments and remittances;
- Undertakes other works as may be assigned.

Documentary Requirements:

1. Application Letter;
2. Updated curriculum vitae to include work experience/s, duties and responsibilities and three (3) references (names and contact details);
3. NBI Clearance;
4. Self-Certification of No Pending and No Conviction of any administrative and criminal charges (form attached);
5. One 2x2 ID Photo; and
6. Essay on the applicant's vision and strategies in the management and supervision of the Financial and Management Service (FMS) including suggestions on how to improve its operational efficiency and effectiveness (not more than two pages).

Please forward all applications to:

MARIDON O. SAHAGUN
Assistant Secretary for Finance, and
Chairperson, Search Committee for FMS Director
3rd Flr., EPDC Bldg., MIRDC Complex, Gen. Santos Ave., Bicutan, Taguig City

Deadline for submission of application is on **17 February 2020.**

**CERTIFICATION OF NO PENDING/CONVICTION OF
ADMINISTRATIVE OR CRIMINAL CASE/S**

This is to certify that I, _____, applicant for the position of Director IV at the Financial and Management Service (FMS) of the Department of Science and Technology (DOST) have not been convicted of any Administrative or Criminal Case and have no pending Administrative or Criminal case filed against me or in my behalf.

That should there be any, I am attaching herein together with my application, list of the said conviction/s with a copy of the Decision/Resolution (certified true copy), or list of pending cases together with description and status of the case.

That I have signed this document in good faith on _____ at _____, Philippines.

Applicant