

# WE'RE HIRING!

## Requirements for all Positions

Interested and qualified applicants are requested to submit the following application requirements to the Human Resource Section not later than **February 19, 2023 at 5:00 o'clock in the afternoon**. For online application, submit your application requirements in PDF to [dahrscaraga@gmail.com](mailto:dahrscaraga@gmail.com) with the subject, "**Job Application: Position (Item Number)\_Family Name**":

1. Letter of intent addressed to:

**ENGR. RICARDO M. OÑATE, JR.**  
Regional Executive Director

2. Updated and properly accomplished Personal Data Sheet (PDS) and Work Experience Sheet (these forms can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Certified Photocopy of Performance rating in the last rating period (if applicable);
4. Photocopy of Diploma and Transcript of Records;
5. Certificate of Eligibility/ license (valid)/ rating;
6. Training Certificates (relevant trainings only) within the last 5 years; and
7. Employment certificates (if applicable)

### Important reminders:

- All qualified applicants will have equal consideration for employment without regard to age, disability, ethnicity, gender, gender identity or expression, sexual orientation, civil status, political affiliation or religion and other personal attributes of the individual.
- Item number of the position must be indicated in the letter of intent;
- Application with incomplete documentary requirements shall not be processed. Documents needing signatures and thumbmark must be signed otherwise they will be treated incomplete.
- Applicants who wish to apply to more than one (1) position should send a separate application for each position.
- Only qualified applicants will be shortlisted and contacted.

**"GROW YOUR FUTURE WITH US"**

# SCIENCE RESEARCH ASSISTANT

Salary Grade: 9

Monthly Rate: Php21,211

Item Number: OSEC-DAB-SRAS-53-2014

Division/Station: Tagbina Research and Experiment Station

Place of Assignment: Tagbina, Surigao del Sur

## Minimum Qualification Standards:

**Education** : Completion of 2 years studies in college

**Experience** : 1 year of relevant experience

**Training** : 4 hours of relevant training

**Eligibility** : Career Service (Sub-professional)/ First Level Eligibility

## Required Competencies:

### CORE

- Accountability (Basic)
- Integrity (Basic)
- Service Excellence (Basic)

### Organizational

- Initiative (Basic)
- Resilience (Basic)

### Technical

- Data Gathering and Management (Basic)
- Research Analysis and Evaluation (Basic)
- Technical Writing (Basic)

## Duties and Responsibilities:

1. Carry out experiments and research according to protocols laid out by the head researcher;
2. Collect and log data;
3. Assist in the preparation and presentation of research proposal;
4. Conduct preliminary statistical analysis of datasets;
5. Prepare graphs and spreadsheets for exploratory analysis;
6. Draft presentation slides and posters to help head researcher's present function
7. Do other job as assign by the immediate supervisor.