



NOTICE OF VACANT POSITION

The Department of Science and Technology – National Capital Region (DOST-NCR) needs a competent individual to occupy **ONE (1) CONTRACT OF SERVICE POSITION:**

JOB DESCRIPTION:

Position Title: **PROJECT TECHNICAL ASSISTANT I**
Division/Section/Unit: **TECHNICAL OPERATIONS DIVISION / PAMAMAZON CASTO**
Salary Grade: **SG-10**
Monthly Salary: **P30,703**
No. of Vacancy: **1 (one)**
Plantilla Item: **N/A**

Place of Assignment: *To be assigned at the PAMAMAZON CASTO Innovation Hub (iHub), Regional Grants-in-Aid (RGIA), and other special projects of the clustered area.*

JOB QUALIFICATIONS:

- Graduate of any Engineering /Sciences Course preferably Mechanical, Industrial, Mechatronics, Electrical.
- At least 1 year of related experience is an advantage.
- At least 4 hours of related training is an advantage.

JOB COMPETENCIES:

- Has good written and verbal communication skills.
- Has good technical writing skills.
- Knowledgeable in MS Office Suite (Excel, PowerPoint, and Word) and Zoom Application.
- Can analyze data and make presentation.
- Willing to work in a flexible working environment (field and office).
- Can work under pressure, meet deadlines, and can work in a fast-paced environment.
- Willing to be assigned in PAMAMAZON CASTO Office in Quezon City, with occasional reporting to our Manila (Satellite) and/or Taguig (Regional Office) locations.
- Organized and is able to work with minimum supervision.
- Has basic understanding of mechanical design principles and machine fundamentals.
- Familiar in any drawing/CAD software.

JOB DUTIES AND RESPONSIBILITIES:

- Assist in the implementation of projects and activities of the PAMAMAZON Innovation Hub (iHub).
- Assist in the implementation of the Regional Grants-in-Aid (RGIA) and other special projects of the CASTO.
- Provide technical, administrative, and operational support in all activities to be conducted under technical support and for all other PPAs implemented in the CASTO.
- Assist in the consolidation of data, reports and other information related to the implementation of DOST- NCR program and services.
- Assist in the establishment of network and linkages with various DOST agencies, media, government offices, industry associations and other stakeholders in connection with the implementation of STI plans, programs and services of DOST-NCR.
- In-charge of monitoring activities for RGIA and special projects of the CASTO.
- Perform other related functions as may be assigned by higher authorities from time to time.

The DOST-NCR observes the Equal Employment Opportunity Principle (EEOP). Interested and qualified applicants regardless of age, sexual orientation, and gender identity (SOGI), civil status, religion, ethnicity, and political affiliation, including persons with disabilities (PWD) and members indigenous communities are encouraged to apply.

"Spearheading Technological Innovations in the Metropolis"®

Applicants should signify their interest in writing and attach the following documents:

1. Application Letter addressed to Engr. Romelen T. Tresvalles, Regional Director;
2. CSC Form No. 212, Revised 2017 or the Personal Data sheet (PDS) and attachment to CSC Form No. 212 (Work Experience Sheet);
3. Copy of Diploma;
4. Copy of Transcript of Records (TOR);
5. Certificate of eligibility;
6. Certificates of relevant training and seminar attended;
7. Certificate of awards and/or recognitions;
8. Certificate of committee membership/headship;
9. Certificate of appreciation for speaking engagement;
10. Copy of journal publications;
11. Certificate of scholarship grants;
12. Performance rating for the last two (2) rating periods or its equivalent; and
13. Certificate of previous employment (*may include involvement in special projects i.e., program leader, project leader, or project coordinator*).

The Applicant/s who will be selected for the position shall be required to submit the following additional requirements:

1. PSA Birth Certificate (original copy);
2. Marriage Contract (if applicable);
3. NBI Clearance (original copy);
4. Barangay Certificate (original copy);
5. Tax Identification Number;
6. Pag-IBIG Number;
7. Medical Certificate from a government doctor including drug test and RT-PCR, if any; and
8. Two (2) pcs. ID picture (passport size).

Interested applicants are advised to submit the required documents via email at applicants@ncr.dost.gov.ph with the **email subject: PTA I_TOD-PAMAMAZON** or via courier of your preference. You may find us at DOST-NCR Building, DOST Compound, Gen. Santos Ave., Bicutan, Taguig City or to any of the DOST-NCR Cluster Area Science and Technology Office (CASTO).

PAMAMAZON Satellite Office

1st Floor PSHS Multipurpose Gym, PSHS Main Campus
Agham St. (Gate 4) Diliman Quezon City

PAMAMARISAN Satellite Office

Room 2005, 2/F, MAB Bldg., RTU
Boni Ave., Brgy. Malamig, Mandaluyong City

CAMANAVA Satellite Office

City of Malabon Polytechnic Institute, Gov. Pascual
Ave., cor. A. Reyes St., Baritan, Malabon City

MUNTAPARLAS Satellite Office

2/F Muntinlupa City Technical Institute Bldg.,
San Guillermo St., Brgy. Putatan, Muntinlupa City

Applications with incomplete documents shall NOT be entertained. Application documents sent via courier are deemed submitted on the day they are actually received by either the Regional Office or any of the CASTOs. The deadline for the submission of application documents is **August 11, 2025**.

Applicants who shall qualify for the final interview with the Head of the Agency must be willing to be subjected to background investigation and reference checks as part of the evaluation process.

Should you have any questions or clarifications, you may reach us at 8683-7790 to 99 local 1005, and look for **Ms. Marian R. Bagtas**, HRMO and **Mr. Mark Joseph N. Roque / Ms. Catherine M. Erlandez**, HRM Section staff.


Digitally signed by
Tresvalles Romelen
Tardecilla

ROMELEN T. TRESVALLES
Regional Director

Posting Date: **July 30, 2025**
Closing Date: **August 11, 2025**