

Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

JUL 2 4 2013

DOST Special Order No.

Series of 2013

Adoption of a Minimum Qualification Standard SUBJECT:

In the interest of the service and in view of the need to harmonize the hiring of DOST-GIA Personnel with other employees within the same workplace, all Heads of Agencies/Offices and Program/Project Leaders are required to comply with the following:

- 1. All contracts of services for DOST Grant-In-Aid (GIA) Personnel should be in accordance with the attached DOST Qualification Standards (Table 1 – For Those with Previous Employment and Table 2- For New Graduates);
- 2. Existing contracts of services may be renegotiated or amended to comply with the said Qualification Standard, the effectivity of which shall be on July 1, 2013;
- 3. Hiring and re-hiring of DOST-GIA Personnel using the new salary rates must be in accordance with the concerned agency's screening and selection process for permanent employees;
- 4. This Guidelines supplements the DOST Special Order No. 242 Series of 2013 particularly on the requirement of availability of funds as a pre-requisite for the application of the new salary rates;
- 5. Report of compliance to this Guidelines should be submitted to their respective DOST Supervising Undersecretary copy furnished the DOST Special Projects Division (SPD); and
- 6. The DOST Manpower Monitoring System (DOST MANPROMS) must be updated regularly.

This Guidelines shall be effective immediately.

Secretary

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Head

itan, Taguig City

Table 1 - DOST Qualification Standards
(For Those With Previous Employment)

N _O	POSITION TITLE	SG	GIA RATE	EDUCATION	EXPERIENCE	TRAINING	JOB COMPETENCY	ATTRIBUTES	_	COMMENDABLE
			CY 2013 (P)	(10%)	(15%)	(10%)	(30 %)		POTENTIAL (25%)	POTENTIAL (25%) ACCOMP. (5%)
1.	Laborer I	1	10,800.00	Must be able to read and write	None required	None required				
.2	Utility Worker I		10,800.00	Must be able to read and write	None required	None required				
ယ	Laboratory Aide I	2	11,610.00	Elementary School Graduate	None required	None required			Ž.	<i>i</i>
4.	Clerk I	ω	12,481.00	Completion of two years studies in college	None required	None required		\$ *	,	•
5.	Driver I	ယ	12,481.00	Elementary School Graduate	None required	None required	.			
6.	Laborer II	ఆ	12,481.00	Must be able to read and write	None required	None required	4	· · · ·		
7.	Clerk II	4	13,417.00	Completion of two years studies in college	None required	None required				
ò	Driver II	4	13,417.00	Elementary School Graduate	None required	None required				
ည	Laboratory Aide II	4	13,417.00	Elementary School Graduate	None required	None required				
10.	Science Aide	4	13,417.00	Elementary School Graduate	None required	None required				
11.	Agricultural Technician I	6	15,505.00	Completion of two years studies in college	None required	None required				
12.	Clerk III	თ	15,505.00	Completion of two years studies in college	None required	None required				
13.	Labor Foreman	6	15,505.00	High School Graduate	None required	None required				
14.	Laboratory Technician I	6	15,505.00	Completion of two years studies in college	None required	None required				

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Table 1 - DOST Qualification Standards (For Those With Previous Employment)

No.	POSITION TITLE	န	GIA RATE	EDUCATION	EXPERIENCE	TRAINING	JOB COMPETENCY	ATTRIBUTES!	COMMENDABLE	PERFORMANCE
			CY 2013	(10%)	(15%)	(10%)	(30%)	POTENTIAL (25%)	ACCOMP. (5%)	(5%)
			Э							
15.	Utility Foreman	6	15,505.00	Elementary School Graduate	None required	None required				
16.	Computer Operator I	7	16,668.00	Completion of two years studies in college or High Sch. Grad, with relevant voc./trade course	None required	None required				
17.	Agricultural Technician II	Ç9	17,917.00	Completion of two years studies in college	1 yr. of relevant experience	4 hrs. of relevant training				
18.	Clerk IV	8	17,917.00	Completion of two years studies in college	1 yr. of relevant experience	4 hrs. of relevant training				
19.	Labor General Foreman	8	17,917.00	High School Graduate	1 yr. of relevant experience	4 hrs. of relevant training				
20.	Laboratory Inspector I	8	17,917.00	Completion of two years studies in college	1 yr. of relevant experience	4 hrs. of relevant training				
21.	Laboratory Technician II	8	17,917.00	Completion of two years studies in college	1 yr. of relevant experience	4 hrs. of relevant training				
22.	Project Development Assistant	œ	17,917.00	Completion of two years studies in college	1 yr. of relevant experience	4 hrs. of relevant training				
23.	Project Assistant I	œ	17,917.00	Completion of two years studies in college	1 yr. of relevant experience	4 hrs. of relevant training				
24.	Computer Operator II	9	19,261.00	Completion of two years studies in college or High Sch. Grad. with relevant voc./brade course	1 yr. of relevant experience	4 hrs. of relevant training				
25.	Science Research Assistant	9	19,261.00	Completion of two years studies in college	1 yr. of relevant experience	4 hrs. of relevant training				

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Table 1 - DOST Qualification Standards (For Those With Previous Employment)

<u></u>	35. Сотр	34. Projec	33. Projec	32. Science	31. Inform	30. Operator III	29. Comp	28. Сотр Теспл	27. Projec	26. Labon			NO.
	Computer Operator III	Project Dev't. Officer I	Project Eval. Officer I	Science Research Analyst	Information Officer I	Data Entry Machine Operator III	Computer Programmer I	Computer Maintenance Technologist I	Project Assistant II	Laboratory Inspector II			POSITION TITLE
3	12	1	=======================================	=======================================	11	=======================================	⇉	⇉	ಠ	5			SG
22 020 00	23,928.00	22,259.00	22,259.00	22,259.00	22,259.00	22,259.00	22,259.00	22,259.00	20,706.00	20,706.00	(P)	CY 2013	GIA RATE
Completion of two years	Completion of two years studies in college or High School Grad. with relevant voc./trade course	Bachelor's degree relevant to the job	Bachelor's degree relevant to the job	Bachelor's degree relevant to the job	Bachelor's degree	Completion of two years studies in college or High Sch. Grad. with relevant voc./trade course	Bachelor's degree relevant to the job	Bachelor's degree relevant to the job	Completion of two years studies in college	Completion of two years studies in college		(10%)	EDUCATION
2 years of relevant	2 years of relevant experience	None required	None required	None required	None required	2 years of relevant experience	None required	None required	2 years of relevant experience	2 years of relevant experience		(15%)	EXPERIENCE
8 hours of relevant	8 hours of relevant training	None required	None required	None required	None required	8 hours of relevant training	None required	None required	8 hours of relevant training	8 hours of relevant training		(10 %)	TRAINING
												(30%)	JOB COMPETENCY
			į									POTENTIAL (25%)	ATTRIBUTES!
												ACCOMP. (5%)	COMMENDABLE
												(5%)	PERFORMANCE
												(100%)	TOTAL

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Table 1 - DOST Qualification Standards (For Those With Previous Employment)

7	1		7					$\frac{1}{1}$			
NO.	POSITION TITLE	SG	GIA RATE	EDUCATION	EXPERIENCE	TRAINING	JOB COMPETENCY	ATTRIBUTES /	COMMENDABLE	PERFORMANCE	TOTAL
			CY 2013 (P)	(10%)	(15%)	(10 %)	(30%)	POTENTIAL (25%)	ACCOMP. (5%)	(5%)	(100%)
37.	Research Assistant	12	23,928.00	Bachelor's degree	None required	None required					
38.	Univ. Research Associate I	12	23,928.00	Bachelor's degree	None required	None required					
39.	Science Res. Specialist l	13	25,723.00	Bachelor's degree relevant to the job	None required	None required					
40.	Computer Operator IV	4	27,653.00	Completion of two years studies in college or High School Grad, with relevant voc./trade course	3 years of relevant	16 hours of relevant training					
<u> </u>	Information Systems Researcher II	14	27,653.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training					:
42.	Project Asst. IV	14	27,653.00	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training					
43	Senior Res. Assistant	1 <u>1</u>	27,653.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training					
43.	Univ. Res. Associate II	4	27,653.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training			:		
4 5.	Computer Maintenance Technologist II	15	29,864.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training					
46.	Computer Programmer II	15	29,864.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training					
47.	Information Officer II	15	29,864.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training					
48.	Project Eval. Officer II	15	29,864.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training					
49.	Project Dev't. Officer II	15	29,864.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training					

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Table 1 - DOST Qualification Standards
(For Those With Previous Employment)

	POSITION TITLE	န	GIA RATE	EDUCATION	EXPERIENCE	TRAINING	JOB COMPETENCY	ATTRIBUTES /	COMMENDABLE	PERFORMANCE	TOTAL
			CY 2013	(10%)	(15%)	(10%)	(30%)	POTENTIAL (25%)	ACCOMP. (5%)	(5%)	(100%)
			(P)								
50.	Information Systems Analyst II	16	32,254.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training					
51.	Research Associate	16	32,254.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training					
52.	Science Res. Specialist II	16	32,254.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training					
53.	University Researcher I	16	32,254.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training					
54	Computer Maintenance Technologist III	17	34,834.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training					
55.	Computer Programmer III	18	37,621.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training					
56.	Information Officer III	18	37,621.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training					
57.	Project Dev't. Officer III	18	37,621.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training					
58.	Project Eval. Officer III	≅ .	37,621.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training					
59.	Research Associate I	18	37,621.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training					
60.	University Researcher II	18	37,621.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training					
61.	Information Technology Officer I	19	40,631.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training					
62.	Senior Science Res. Specialist	19	40,631.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training					
63.	Project Officer I	20	43,880.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training					

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Table 1 - DOST Qualification Standards (For Those With Previous Employment)

Project Officer IV	Chievioly Lobbonsia	74 University Researcher IV 2	73. Specialist 2	72. Research Associate III 2	71. Project Dev't. Officer IV	70. Project Eval. Officer IV	69. Project Officer III	68. Officer II	67. Information Officer IV	66. Project Officer II	65. University Researcher III	64. Research Associate II		NO. POSITION TITLE S
	23 55,277.00	22 51,182.00	22 51,182.00	22 51,182.00	22 51,182.00	22 51,182.00	22 51,182.00	22 51,182.00	22 51,182.00	21 47,392.00	20 43,880.00	20 43,880.00		SG GIA RATE
Masteral Degree	Bachelor's degree relevant to the job	Bachelor's degree	Bachelor's degree relevant to the job	Bachelor's degree	Bachelor's degree relevant to the job	Bachelor's degree	Bachelor's degree	(10%)	EDUCATION					
4 years in position/s involving mgmt. &	3 years of relevant experience	3 years of relevant experience	3 years of relevant experience	3 years of relevant experience	3 years of relevant experience	3 years of relevant experience	3 years of relevant experience	3 years of relevant experience	3 years of relevant experience	3 years of relevant experience	2 years of relevant experience	2 years of relevant experience	(15%)	EXPERIENCE
24 hours of training in management &	16 hours of relevant training	16 hours of relevant training	16 hours of relevant training	16 hours of relevant training	16 hours of relevant training	16 hours of relevant training	16 hours of relevant training	16 hours of relevant training	16 hours of relevant training	16 hours of relevant training	8 hours of relevant training	8 hours of relevant training	(10%)	TRAINING
													(30%)	JOB COMPETENCY
													POTENTIAL (25%)	ATTRIBUTES /
													ACCOMP. (5%)	COMMENDABLE
;													(5%)	PERFORMANCE
				:									(100%)	TOTAL

Table 1 - DOST Qualification Standards (For Those With Previous Employment)

NO.	POSITION TITLE Project Officer V	24 86	GIA RATE CY 2013 (P) 59,700.00	EDUCATION (10 %) Masteral Degree	(15%) (15%) 4 years in position/s involving mgmt. & supervision	TRAINING (10%) 24 hours of training in management & supervision	JOB COI	JOB COMPETENCY (30 %)	MPETENCY ATTRIBUTES / 90 %) POTENTIAL (25%)	
78.	Research Associate IV	24	59,700.00	59,700.00 Masteral Degree	4 years in position/s involving mgmt. & supervision	24 hours of training in management & supervision				
79.	University Researcher V	24	59,700.00	Masteral Degree	4 years in position/s involving mgmt. & supervision	24 hours of training in management & supervision				

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Table 2 - DOST Qualification Standards (For New Graduates)

	13.	12.	11.	10.	Ġ.	,80	7.	6	'n	4.	က	2	<u>;</u>		NO.
Laboratory Technician I	Labor Foreman	Clerk III	Agricultural Technician I	Science Aide	Laboratory Aide II	Driver II	Clerk II	Laborer II	Driver I	Clerk I	Laboratory Aide I	Utility Worker I	Laborer 1		POSITION TITLE
6	6	6	6	4	4	4	4	ü	3	3	2	-	_		98
15,505.00	15,505.00	15,505.00	15,505.00	13,417.00	13,417.00	13,417.00	13,417.00	12,481.00	12,481.00	12,481.00	11,610.00	10,800.00	10,800.00	(P)	GIA RATE
Completion of two years studies in college	High School Graduate	Completion of two years studies in college	Completion of two years studies in college	Elementary School Graduate	Elementary School Graduate	Elementary School Graduate	Completion of two years studies in college	Must be able to read and write	Elementary School Graduate	Completion of two years studies in college	Elementary School Graduate	Must be able to read and write	Must be able to read and write	(10%)	EDUCATION
														7.	EXPERIENCE
														3	TRAINING
														(30%)	JOB COMPETENCY (%)
														POTENTIAL (35%)	ATTRIBUTES /
														7000mi (4 %)	COMMENDABLE
															PERFORMANCE
															TOTAL

dorylfn: GIA POS. / fn: QS cum Criteria - CY 2013 (Sheet 3) - 7/2/2013

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Table 2 - DOST Qualification Standards (For New Graduates)

25. Sci		24. Co	23. Pro	22. Pro	21. Lal	20. Lal	19. La	18. Ck	17. Ag	16. Co	15. Uti		N _O
	Science Research Assistant	Computer Operator II	Project Assistant I	Project Development Assistant	Laboratory Technician II	Laboratory Inspector I	Labor General Foreman	Clerk IV	Agricultural Technician II	Computer Operator!	Utility Foreman		POSITION TITLE
	ဖ	ဖ	8	00	8	8	8	8	8	7	တ		န
	19,261.00	19,261.00	17,917.00	17,917.00	17,917.00	17,917.00	17,917.00	17,917.00	17,917.00	16,668.00	15,505.00	CY 2013 (P)	GIA RATE
officer in concide	Completion of two years	Completion of two years studies in college or High Sch. Grad, with relevant voc.ftrade course	Completion of two years studies in college	High School Graduate	Completion of two years studies in college	Completion of two years studies in college	Completion of two years studies in college or High Sch. Grad. with relevant voc./trade course	Elementary School Graduate	(10%)	EDUCATION			
												N.A.	EXPERIENCE
												N.A.	TRAINING
												(50%)	JOB COMPETENCY (%)
											·	POTENTIAL (35%)	ATTRIBUTES!
												ACCOMP. (5%)	COMMENDABLE
	:											N.A.	PERFORMANCE
												(100%)	TOTAL

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Table 2 - DOST Qualification Standards (For New Graduates)

<u></u> %	37.	36.	35.	34.	33.	32.	<u>ي</u>	30.	29	28.	27.		N _O
Univ. Research Associate I	Research Assistant	Project Asst. III	Computer Operator III	Project Dev't. Officer I	Project Eval. Officer I	Science Research Analyst	Information Officer I	Data Entry Machine Operator III	Computer Programmer I	Computer Maintenance Technologist I	Project Assistant II		POSITION TITLE
12	12	12	12	⇉	11	11	11	1	11	11	10		SG
23,928.00	23,928.00	23,928.00	23,928.00	22,259.00	22,259.00	22,259.00	22,259.00	22,259.00	22,259.00	22,259.00	20,706.00	CY 2013 (P)	GIA RATE
Bachelor's degree	Bachelor's degree	Completion of two years studies in college	Completion of two years studies in college or High School Grad, with relevant voc./trade course	Bachelor's degree relevant to the job	Bachelor's degree relevant to the job	Bachelor's degree relevant to the job	Bachelor's degree	Completion of two years studies in college or High Sch. Grad. with relevant voc./trade course	Bachelor's degree relevant to the job	Bachelor's degree relevant to the job	Completion of two years studies in college	(10%)	EDUCATION
												N.A.	EXPERIENCE
												N.A.	TRAINING
												(50%)	JOB COMPETENCY (%)
												POTENTIAL (35%)	ATTRIBUTES!
												ACCOMP. (5%)	COMMENDABLE
												N.A.	PERFORMANCE
												(100%)	TOTAL

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Table 2 - DOST Qualification Standards (For New Graduates)

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							Bachelor's degree relevant to the job	32,254.00	16	Research Associate	51.
							Bachelor's degree relevant to the job	32,254.00	16	Information Systems Analyst II	50.
							Bachelor's degree relevant to the job	29,864.00	15	Project Dev't. Officer II	49.
							Bachelor's degree relevant to the job	29,864.00	15	Project Eval. Officer II	48.
							Bachelor's degree	29,864.00	15	Information Officer II	47.
							Bachelor's degree relevant to the job	29,864.00	15	Computer Programmer II	46.
							Bachelor's degree relevant to the job	29,864.00	15	Computer Maintenance Technologist II	45.
							Bachelor's degree	27,653.00	14	Univ. Res. Associate II	44.
							Bachelor's degree	27,653.00	14	Senior Res. Assistant	43.
							Completion of two years studies in college	27,653.00	14	Project Asst. IV	42.
		-					Bachetor's degree relevant to the job	27,653.00	14	Information Systems Researcher II	41.
							Completion of two years studies in college of High School Grad, with relevant voc./trade course	27,653.00	14	Computer Operator IV	40.
							Bachelor's degree relevant to the job	25,723.00	13	Science Res. Specialist I	39.
								(P)			
(100%)	ž	ACCOMP. (5%)	POTENTIAL (35%)	(50%)	Ä	N.A.	(10%)	CY 2013			
TOTAL	PERFORMANCE	COMMENDABLE	ATTRIBUTES!	JOB COMPETENCY (%)	TRAINING	EXPERIENCE	EDUCATION	GIA RATE	SG	POSITION TITLE	

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Table 2 - DOST Qualification Standards (For New Graduates)

54. T	53. L	52. (ĕ
Computer Maintenance Technologist III	53. University Researcher I	52. Science Res. Specialist II			POSITION TITLE
17	16	16			SG
34,834.00	32,254.00	32,254.00	(P)	CY 2013	GIA RATE
Bachelor's degree relevant to the job	32,254.00 Bachelor's degree	Bachelor's degree relevant to the job		(10%)	EDUCATION
				N.A.	EXPERIENCE
				N.A.	TRAINING
				(50%)	JOB COMPETENCY (%)
				POTENTIAL (35%)	ATTRIBUTES /
				ACCOMP. (5%)	COMMENDABLE
				₹ Þ	PERFORMANCE
				(100%)	TOTAL

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