

Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

JUL 24 2013

DOST Special Order No.

508


Series of 2013

SUBJECT: Adoption of a Minimum Qualification Standard

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.


MARIO G. MONTEJO
Secretary

Department of Science and Technology
Office of the Secretary (OSEC)



OSEC-13-01771

Department of Science and Technology
Records Management Section (RMS)



RMS-13-07838

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

NO.	POSITION TITLE	SG	GIA RATE CY 2013 (P)	EDUCATION (10 %)	EXPERIENCE (15 %)	TRAINING (10 %)	JOB COMPETENCY (30 %)	ATTRIBUTES & POTENTIAL (25 %)	COMMENDABLE ACCOMP. (5%)	PERFORMANCE (5%)	TOTAL (100%)
1.	Laborer I	1	10,800.00	Must be able to read and write	None required	None required					
2.	Utility Worker I	1	10,800.00	Must be able to read and write	None required	None required					
3.	Laboratory Aide I	2	11,610.00	Elementary School Graduate	None required	None required					
4.	Clerk I	3	12,481.00	Completion of two years studies in college	None required	None required					
5.	Driver I	3	12,481.00	Elementary School Graduate	None required	None required					
6.	Laborer II	3	12,481.00	Must be able to read and write	None required	None required					
7.	Clerk II	4	13,417.00	Completion of two years studies in college	None required	None required					
8.	Driver II	4	13,417.00	Elementary School Graduate	None required	None required					
9.	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	6	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	SG	GIA RATE CY 2013 (P)	EDUCATION (10 %)	EXPERIENCE (15 %)	TRAINING (10 %)	JOB COMPETENCY (30 %)	ATTRIBUTES / POTENTIAL (25 %)	COMMENDABLE ACCOMP. (5 %)	PERFORMANCE (5 %)	TOTAL (100%)
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	8	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	8	17,917.00	Completion of two years studies in college	1 yr. of relevant experience	4 hrs. of relevant training					
23.	Project Assistant I	8	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./trade 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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NO.	POSITION TITLE	SG	GIA RATE CY 2013 (P)	EDUCATION (10 %)	EXPERIENCE (15 %)	TRAINING (10 %)	JOB COMPETENCY (30 %)	ATTRIBUTES / POTENTIAL (25%)	COMMENDABLE ACCOMP. (5%)	PERFORMANCE (5%)	TOTAL (100%)
26.	Laboratory Inspector II	10	20,706.00	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training					
27.	Project Assistant II	10	20,706.00	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training					
28.	Computer Maintenance Technologist I	11	22,259.00	Bachelor's degree relevant to the job	None required	None required					
29.	Computer Programmer I	11	22,259.00	Bachelor's degree relevant to the job	None required	None required					
30.	Data Entry Machine Operator III	11	22,259.00	Completion of two years studies in college or High Sch. Grad. with relevant voc./trade course	2 years of relevant experience	8 hours of relevant training					
31.	Information Officer I	11	22,259.00	Bachelor's degree	None required	None required					
32.	Science Research Analyst	11	22,259.00	Bachelor's degree relevant to the job	None required	None required					
33.	Project Eval. Officer I	11	22,259.00	Bachelor's degree relevant to the job	None required	None required					
34.	Project Dev't Officer I	11	22,259.00	Bachelor's degree relevant to the job	None required	None required					
35.	Computer Operator III	12	23,928.00	Completion of two years studies in college or High School Grad. with relevant voc./trade course	2 years of relevant experience	8 hours of relevant training					
36.	Project Asst. III	12	23,928.00	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training					

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NO.	POSITION TITLE	SG	GIA RATE CY 2013 (P)	EDUCATION (10 %)	EXPERIENCE (15 %)	TRAINING (10 %)	JOB COMPETENCY (30 %)	ATTRIBUTES / POTENTIAL (25%)	COMMENDABLE ACCOMP. (5%)	PERFORMANCE (5%)	TOTAL (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 I	13	25,723.00	Bachelor's degree relevant to the job	None required	None required					
40.	Computer Operator IV	14	27,653.00	Completion of two years studies in college or High School Grad. with relevant voc./trade course	3 years of relevant experience	16 hours of relevant training					
41.	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	14	27,653.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training					
44.	Univ. Res. Associate II	14	27,653.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training					
45.	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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(For Those With Previous Employment)**

NO.	POSITION TITLE	SG	GIA RATE CY 2013 (P)	EDUCATION (10 %)	EXPERIENCE (15 %)	TRAINING (10 %)	JOB COMPETENCY (30 %)	ATTRIBUTES / POTENTIAL (25 %)	COMMENDABLE ACCOMP. (5%)	PERFORMANCE (5%)	TOTAL (100%)
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	18	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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(For Those With Previous Employment)**

NO.	POSITION TITLE	SG	GIA RATE CY 2013 (P)	EDUCATION (10 %)	EXPERIENCE (15 %)	TRAINING (10 %)	JOB COMPETENCY (30 %)	ATTRIBUTES / POTENTIAL (25%)	COMMENDABLE ACCOMP. (5%)	PERFORMANCE (5%)	TOTAL (100%)
64.	Research Associate II	20	43,880.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training					
65.	University Researcher III	20	43,880.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training					
66.	Project Officer II	21	47,392.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training					
67.	Information Officer IV	22	51,182.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training					
68.	Information Technology Officer II	22	51,182.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training					
69.	Project Officer III	22	51,182.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training					
70.	Project Eval. Officer IV	22	51,182.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training					
71.	Project Dev't. Officer IV	22	51,182.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training					
72.	Research Associate III	22	51,182.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training					
73.	Supervising Sci. Res. Specialist	22	51,182.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training					
74.	University Researcher IV	22	51,182.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training					
75.	Project Officer IV	23	55,277.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training					
76.	Chief Science Research Specialist	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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(For Those With Previous Employment)**

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77.	Project Officer V	24	59,700.00	Masteral Degree	4 years in position/s involving mgmt. & supervision	24 hours of training in management & supervision					
78.	Research Associate IV	24	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)**

NO.	POSITION TITLE	SG	GIA RATE CY 2013 (P)	EDUCATION (10%)	EXPERIENCE N.A.	TRAINING N.A.	JOB COMPETENCY (%) (50%)	ATTRIBUTES / POTENTIAL (35%)	COMMENDABLE ACCOMP. (5%)	PERFORMANCE N.A.	TOTAL (100%)
1.	Laborer I	1	10,800.00	Must be able to read and write							
2.	Utility Worker I	1	10,800.00	Must be able to read and write							
3.	Laboratory Aide I	2	11,610.00	Elementary School Graduate							
4.	Clerk I	3	12,481.00	Completion of two years studies in college							
5.	Driver I	3	12,481.00	Elementary School Graduate							
6.	Laborer II	3	12,481.00	Must be able to read and write							
7.	Clerk II	4	13,417.00	Completion of two years studies in college							
8.	Driver II	4	13,417.00	Elementary School Graduate							
9.	Laboratory Aide II	4	13,417.00	Elementary School Graduate							
10.	Science Aide	4	13,417.00	Elementary School Graduate							
11.	Agricultural Technician I	6	15,505.00	Completion of two years studies in college							
12.	Clerk III	6	15,505.00	Completion of two years studies in college							
13.	Labor Foreman	6	15,505.00	High School Graduate							
14.	Laboratory Technician I	6	15,505.00	Completion of two years studies in college							

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**Table 2 - DOST Qualification Standards
(For New Graduates)**

NO.	POSITION TITLE	SG	GIA RATE CY 2013 (P)	EDUCATION (10%)	EXPERIENCE N.A.	TRAINING N.A.	JOB COMPETENCY (%) (50%)	ATTRIBUTES/ POTENTIAL (35%)	COMMENDABLE ACCOMP. (5%)	PERFORMANCE N.A.	TOTAL (100%)
15.	Utility Foreman	6	15,505.00	Elementary School Graduate							
16.	Computer Operator I	7	16,668.00	Completion of two years studies in college or High Sch. Grad. with relevant voc./trade course							
17.	Agricultural Technician II	8	17,917.00	Completion of two years studies in college							
18.	Clerk IV	8	17,917.00	Completion of two years studies in college							
19.	Labor General Foreman	8	17,917.00	High School Graduate							
20.	Laboratory Inspector I	8	17,917.00	Completion of two years studies in college							
21.	Laboratory Technician II	8	17,917.00	Completion of two years studies in college							
22.	Project Development Assistant	8	17,917.00	Completion of two years studies in college							
23.	Project Assistant I	8	17,917.00	Completion of two years studies in college							
24.	Computer Operator II	9	19,261.00	Completion of two years studies in college or High Sch. Grad. with relevant voc./trade course							
25.	Science Research Assistant	9	19,261.00	Completion of two years studies in college							
26.	Laboratory Inspector II	10	20,706.00	Completion of two years studies in college							

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**Table 2 - DOST Qualification Standards
(For New Graduates)**

NO.	POSITION TITLE	SG	GIA RATE CY 2013 (P)	EDUCATION (10%)	EXPERIENCE N.A.	TRAINING N.A.	JOB COMPETENCY (%) (50%)	ATTRIBUTES/ POTENTIAL (35%)	COMMENDABLE ACCOMP. (5%)	PERFORMANCE N.A.	TOTAL (100%)
27.	Project Assistant II	10	20,706.00	Completion of two years studies in college							
28.	Computer Maintenance Technologist I	11	22,259.00	Bachelor's degree relevant to the job							
29.	Computer Programmer I	11	22,259.00	Bachelor's degree relevant to the job							
30.	Data Entry Machine Operator III	11	22,259.00	Completion of two years studies in college or High Sch. Grad. with relevant voc./trade course							
31.	Information Officer I	11	22,259.00	Bachelor's degree							
32.	Science Research Analyst	11	22,259.00	Bachelor's degree relevant to the job							
33.	Project Eval. Officer I	11	22,259.00	Bachelor's degree relevant to the job							
34.	Project Dev't. Officer I	11	22,259.00	Bachelor's degree relevant to the job							
35.	Computer Operator III	12	23,928.00	Completion of two years studies in college or High School Grad. with relevant voc./trade course							
36.	Project Asst. III	12	23,928.00	Completion of two years studies in college							
37.	Research Assistant	12	23,928.00	Bachelor's degree							
38.	Univ. Research Associate I	12	23,928.00	Bachelor's degree							

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**Table 2 - DOST Qualification Standards
(For New Graduates)**

NO.	POSITION TITLE	SG	GIA RATE CY 2013 (P)	EDUCATION (10%)	EXPERIENCE N.A.	TRAINING N.A.	JOB COMPETENCY (%) (50%)	ATTRIBUTES / POTENTIAL (35%)	COMMENDABLE ACCOMP. (5%)	PERFORMANCE N.A.	TOTAL (100%)
39.	Science Res. Specialist I	13	25,723.00	Bachelor's degree relevant to the job							
40.	Computer Operator IV	14	27,653.00	Completion of two years studies in college of High School Grad. with relevant voc./trade course							
41.	Information Systems Researcher II	14	27,653.00	Bachelor's degree relevant to the job							
42.	Project Asst. IV	14	27,653.00	Completion of two years studies in college							
43.	Senior Res. Assistant	14	27,653.00	Bachelor's degree							
44.	Univ. Res. Associate II	14	27,653.00	Bachelor's degree							
45.	Computer Maintenance Technologist II	15	29,864.00	Bachelor's degree relevant to the job							
46.	Computer Programmer II	15	29,864.00	Bachelor's degree relevant to the job							
47.	Information Officer II	15	29,864.00	Bachelor's degree							
48.	Project Eval. Officer II	15	29,864.00	Bachelor's degree relevant to the job							
49.	Project Dev't. Officer II	15	29,864.00	Bachelor's degree relevant to the job							
50.	Information Systems Analyst II	16	32,254.00	Bachelor's degree relevant to the job							
51.	Research Associate	16	32,254.00	Bachelor's degree relevant to the job							

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**Table 2 - DOST Qualification Standards
(For New Graduates)**

NO.	POSITION TITLE	SG	GIA RATE CY 2013 (P)	EDUCATION (10%)	EXPERIENCE N.A.	TRAINING N.A.	JOB COMPETENCY (%) (50%)	ATTRIBUTES/ POTENTIAL (35%)	COMMENDABLE ACCOMP. (5 %)	PERFORMANCE N.A.	TOTAL (100%)
52.	Science Res. Specialist II	16	32,254.00	Bachelor's degree relevant to the job							
53.	University Researcher I	16	32,254.00	Bachelor's degree							
54.	Computer Maintenance Technologist III	17	34,834.00	Bachelor's degree relevant to the job							

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