

**NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)**  
**as of September 19, 2024**

The **Department of Science and Technology Office XI (DOST XI)** invites applicants to fill the following position:

Position Title	:	Project Technical Assistant II
Salary Grade	:	11 (32,400.00 monthly)
Place of Assignment	:	DOST XI Regional Office
Division	:	R&D for Development and Innovation Division
No. of vacancies	:	1

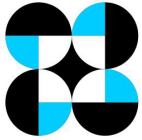
**Qualification Standards:**

Education:	Bachelor's degree in any science related course
Training:	Minimum of 24 hours relevant training
Experience:	With one (1) year relevant experience
Eligibility:	CS Professional or RA 1080
Competence:	Project management and planning; Good oral and written communication skills, and with adequate digital technology skills
Others:	N/A

**Duties and Responsibilities:**

- Prepares correspondence and keeps records for the Regional Ethics Monitoring Board Region XI (REMB XI);
- Prepares minutes of the meeting, activity reports, and other REMB XI-related reports;
- Prepares purchase requests for the materials, and others as necessary;
- Organizes and coordinates events and of REMB XI, and RHRDC XI; and
- Performs other functions as maybe assigned from time to time by RHRDC Regional Coordinator, REMB XI Chairman and board members from time to time.

All interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression are encouraged to apply and should signify their interest in writing. Attach the following documents to the application letter and send them to the address below **not later than September 27, 2024**.



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
REGIONAL OFFICE NO. XI



1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at <https://bit.ly/CSC2017PDS>;
2. Work Experience Sheet (CSC prescribed form) which can be downloaded at <https://bit.ly/CSC2017PDS>;
3. Performance rating in the present position for one (1) year;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Photocopies of Certificates of Trainings Attended; and
7. Photocopies of Certificates of Awards and Other Recognitions (as indicated in your PDS)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**DR. ANTHONY C. SALES, PFT, CESO III**

Regional Director

Cor. Friendship and Dumanlas Roads, Bajada, Davao City

Or send via Recruitment and Selection Information System (ReSIS) through the link:

<https://recruitment.dostdavao.ph/>

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**DR. ANTHONY C. SALES, PFT, CESO III**

Regional Director