



**NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)**  
**as of October 16, 2024**

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

Position Title	:	Project Technical Assistant IV
Salary Grade	:	13 (39,444.00 monthly)
Place of Assignment	:	DOST XI Regional Office
Division	:	N/A
No. of vacancies	:	2

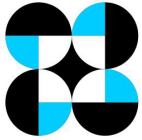
**Qualification Standards:**

Education:	Graduate of any Science, Engineering, Mathematics or Business Degree Courses
Training:	Minimum of eight (8) hour relevant training
Experience:	With one (1) year relevant experience
Eligibility:	CS Professional or RA 1080
Competence:	Project and Community organizing and coordination; Report preparation; Good oral and communication skills.
Others:	N/A

**Duties and Responsibilities:**

- Designated as Laboratory Analyst of the Metrology and Metals Testing Laboratories;
- Receives samples for analysis and issues billing statement to customers of the Metrology and Metals Testing Laboratories;
- Conducts, performs and/or reviews calibration services related to volume, thermometry, length and mass measurement;
- Assists in the conduct of in-plant and/or on-site calibration services related to volume, thermometry, length and mass measurement;
- Assists in the conduct planning activities of the Metrology and Metals Testing Laboratories;
- Assists in the modification and development of calibration methods including validation of new methods;
- Prepares, reviews and evaluates calibration results and/or worksheets;
- Prepares and signs calibration certificates and/or test results;
- Provides technical consultancy services to entrepreneurs, walk-in customers and researchers related to metrology and calibration services;
- Provides technical consultancy services to Micro, Small, and Medium Enterprises (MSMEs), students and researchers related to Science and Technology; and
- Performs other activities as may be assigned 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 October 25, 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