



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

DAVAO REGION

OneDOST4U: Solutions and Opportunities for All



**NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)
as of October 28, 2024**

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

Position Title	:	Project Technical Aide V
Salary Grade	:	8 (24,641.00 monthly)
Place of Assignment	:	FPIC-Davao
Division	:	N/A
No. of vacancies	:	1

Qualification Standards:

Education:	Bachelor's degree in Food Technology, preferably PFT
Training:	Minimum of eight (8) hours relevant training
Experience:	With one (1) year relevant experience
Eligibility:	CS Professional or RA 1080
Competence:	Project coordination for the project reportorial requirement, Report preparation; Good oral and communication skills.
Others:	N/A

Duties and Responsibilities:

- Innovative food products using the equipment of Food Processing Innovation Center-Davao (FPIC-Davao);
- Prepare/document Package of Technology (POT) of the newly developed and improved food products from FPICDavao;
- Conceptualize packaging material and product brochure/pamphlet for each developed and improved food products from the center;
- ssists in the promotion of newly developed and improved products from FPICDavao through exhibits and fairs;
- Assists students and Micro, Small and Medium Enterprises (MSMEs) in the use of FPIC-Davao equipment;
- Assists in the promotion of food safety to the public through the creation of IE materials;
- Assists in the coordination of food safety related activities;
- Assists in the conduct of training and consultancy activities related to food safety;
- Assist in the Promotion of FPIC-Davao services through exhibits and fairs;
- Prepares project proposals, status reports, accomplishment reports, and financial reports;
- Consolidates quarterly reports of regional FICs implementation; and
- Performs other related functions 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 November 06, 2024**.

Address: Cor. Dumanlas and Friendship Roads, Bajada, Davao City
Phone no.: (082) 227-1313
Website: region11.dost.gov.ph
Email: ord@region11.dost.gov.ph





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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

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