

NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)
as of November 27, 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	:	Technical Support Services Division
No. of vacancies	:	1

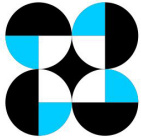
Qualification Standards:

Education:	Graduate of any Science, Engineering, or Mathematics 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 management and coordination; With good technical writing and oral/communication skills
Others:	N/A

Duties and Responsibilities:

- Designated as Customer Relations Officer (CRO) for DOST RSTL-Davao, accepting samples for analysis and requests, and coordinates among RSTL's and RDI's under the OneLab Project;
- Filing and submission of reports and accomplishments related to the OneLab Project;
- Acts as one of the user and implementor of the Unified Laboratory Management Information System (ULIMs);
- Assigned as assistant system administrator of Unified Laboratory Management Information System (ULIMs);
- Maintain and protect the integrity of samples received under the OneLab Project;
- Releasing of Report of Analysis and/or Test Results for DOST RSTL-Davao (Chem, Micro, HVL, and Shelf-life Laboratories);
- Releasing of Certificate of Calibration and sample for the Regional Metrology Laboratory;
- Coordinates with DTI PAB for the maintenance and sustainability of ISO/IEC 17025 accreditation;
- Provides assistance to customers of the DOST RSTL – Davao in general;
- Acts as Secretariat of the Risk and Opportunity Management Committee (ROMC);
- Assists the QM in updating Functional Objectives (FOs) monitoring report under ISO/IEC 17025;
- Assist in consolidating updates of the projects (Local and national) under TSSD; and
- Performs other functions that 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 December 05, 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