

**NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)**  
**as of January 02, 2025**

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

Position Title	:	Project Utility Aide II
Salary Grade	:	3 (19,022.00 monthly)
Place of Assignment	:	DOST XI Regional Office
Division	:	Cash Section - Finance and Administrative Services
No. of vacancies	:	1

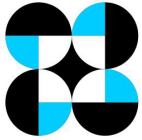
**Qualification Standards:**

Education:	Graduate of any Science, Engineering, Mathematics or Finance Degree Courses
Training:	None required
Experience:	None required
Eligibility:	CS Sub-Professional /Professional or RA 1080
Competence:	Good writing and oral communication skills, and basic computer application skills
Others:	N/A

**Duties and Responsibilities:**

- Assists in scanning and stamping paid Disbursement Vouchers;
- Follow-up suppliers for Issuance of Official Receipts;
- Assists in scanning Official Receipts for COS remittance and uploads to Google Drive;
- Assists in scanning Validated ADA; and
- Updating of check and ADA disbursement record
- Performs other related functions as maybe 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 January 11, 2025**.



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