



NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)
as of January 30, 2025

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

Position Title	:	Project Administrative I
Salary Grade	:	4 ((20,000.00 monthly))
Place of Assignment	:	DOST XI-Regional Office
Division	:	Human Resource Management Section - Finance and Administrative Services
No. of vacancies	:	1

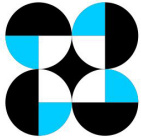
Qualification Standards:

Education:	Graduate of any Science, Engineering, Technology, Mathematics or Human Resources Degree Courses
Training:	Minimum of eight (8) hour relevant training
Experience:	With one (1) year relevant experience
Eligibility:	CS Professional or RA 1080
Competence:	Good writing and oral communication skills, interpersonal skills, and basic computerapplication skills
Others:	N/A

Duties and Responsibilities:

- Assists in the processing of salaries of Contract of Service Staff;
- Updates Leave Ledger Cards;
- Assists in the completion of ISO documents and reports under HRM Section;
- Assists in the preparation of matrix of applicants for hiring of COS applicants;
- Assists in updating the PRIME-HRM reports under the Rewards and Recognition area;
- Assists in the preparation of report on tardiness, undertime and absences;
- Logs incoming and outgoing documents of the HRM section; and
- Performs other duties 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 February 07, 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