



**NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)**  
**as of February 04, 2025**

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

Position Title	:	Project Technical Assistant IV (Programmer)
Salary Grade	:	13 (41,305.00 monthly)
Place of Assignment	:	DOST XI Regional Office
Division	:	R&D for Development and Innovation Division
No. of vacancies	:	1

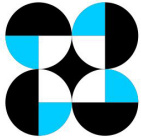
**Qualification Standards:**

Education:	Graduate of Information Technology, Computer Science or any related course
Training:	Minimum of eight (8) hours relevant training
Experience:	With one (1) year relevant experience
Eligibility:	CS Professional or RA 1080
Competence:	Extensive knowledge on Cloud Services, LAMP Stack (Linux, Apache, MySQL, PHP) and Information Systems development using Laravel (Web-based).
Others:	N/A

**Duties and Responsibilities:**

- Develop and maintain Information and Knowledge Management systems;
- Assist in the deployment and maintenance of ICT equipment of DOST XI (Regional and Provincial and Satellite Offices);
- Update and maintain DOST-XI website with the supervision of the Knowledge Management Section;
- Responsible for data backup and network security
- Assists in project coordination for KMS related projects; and
- 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 February 09, 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