



NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)
as of February 24, 2025

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	:	7 (25,728.00 monthly)
Place of Assignment	:	Provincial Science and Technology Office - Davao del Sur
Division	:	Provincial Science and Technology Office - Davao del Sur
No. of vacancies	:	1

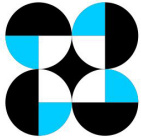
Qualification Standards:

Education:	Graduate of any Science, Engineering, or Mathematics Degree Courses
Training:	Minimum of eight (8) hours relevant training
Experience:	With one (1) year relevant experience
Eligibility:	CS Professional or RA 1080
Competence:	Project and Community organizing and coordination: Report preparation; Good oral and communication skills.
Others:	N/A

Duties and Responsibilities:

- Closely monitors the project/activities to ensure its effective implementation;
- Coordinates with various project stakeholders and partners for the implementation, monitoring and evaluation activities;
- Document all activities and maintain records of all activities;
- Prepares/submits technical and financial reports of the project; and
- Performs other duties 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 March 04, 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