



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

DAVAO REGION

OneDOST4U: Solutions and Opportunities for All



**NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)  
as of March 25, 2025**

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 ((41,305.00 monthly))
Place of Assignment	:	Sentro Mindanaw, Bago Oshiro
Division	:	R&D for Development and Innovation Division
No. of vacancies	:	1

**Qualification Standards:**

Education:	Graduate of any Mechanical Engineering, Chemical Engineering, Sanitary Engineering, Environmental Science and other related science degree courses
Training:	Minimum of eight (8) hours relevant training
Experience:	With one (1) year relevant experience
Eligibility:	CS Professional or RA 1080
Competence:	With one (1) year relevant experience
Others:	N/A

**Duties and Responsibilities:**

- Assists in conceptualization, research, and drafting of project proposals and case studies to all aspects of wastewater management;
- Assists in field work. Monitoring projects and assessment of GETUP, WATSUP, and PUSHUP projects;
- Manages the records of the projects handled; and
- Performs other related functions 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 April 01, 2025**.

Address: Cor. Dumanlas and Friendship Roads, Bajada, Davao City  
Phone no.: (082) 227-1313  
Website: [region11.dost.gov.ph](http://region11.dost.gov.ph)  
Email: [ord@region11.dost.gov.ph](mailto:ord@region11.dost.gov.ph)





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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

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