

**NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)**  
**as of April 21, 2025**

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

Position Title	:	Project Technical Assistant I
Salary Grade	:	13 (30,703.00 monthly)
Place of Assignment	:	DOST XI Regional Office
Division	:	Office of the Regional Director
No. of vacancies	:	1

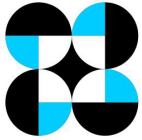
**Qualification Standards:**

Education:	Graduate of any Science, Engineering, Mathematics or Business Degree Courses
Training:	Minimum of eight (8) hours of relevant training
Experience:	Preferably 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:**

- Assists in the conceptualization, research, and drafting of project proposals and case studies to all aspects of water resource management;
- Assists in the preparation and coordination of HELP Davao Network, Davao Water Partnership, and other R&D related projects and activities organized by the Special Projects Section;
- Assists in the field monitoring and assessments of R&D projects;
- Manages the records of the projects handled; and
- Performs other duties that may be assigned and required in the Office of the Regional Director.

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 27, 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/CSC2017PD>
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