



NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)
as of April 25, 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 (20,200.00)
Place of Assignment	:	DOST XI Regional Office
Division	:	Cash Section - Finance and Administrative Services
No. of vacancies	:	1

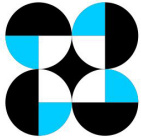
Qualification Standards:

Education:	Graduate of any Science, Mathematics or Finance 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:

- Sorts, scans and stamps Unreleased Disbursement Vouchers;
- Updates Remittances of COS;
- Issues Official Receipts under General Fund and Special Projects;
- Monitors SCORE Documents
- Monitors unsubmitted Disbursement Vouchers;
- Follows-up suppliers for issuance of official receipts; 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 May 02, 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

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