

**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 Aide III
Salary Grade	:	6 (22,748.00 monthly)
Place of Assignment	:	DOST XI Regional Office
Division	:	R&D for Development and Innovation Division
No. of vacancies	:	1

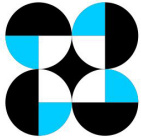
**Qualification Standards:**

Education:	Graduate of 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:**

- Works as Staff for GEMLab Project;
- Facilitates and process documents and request related to GEMLab Project
- Coordinates meeting and other related activities within DOST and other cooperating agencies under the GEMLab Project;
- Prepares monitoring, accomplishment and other GEMLab related reports;
- Assists in the coordination and implementation of all GEMLab activities;
- Records all incoming, outgoing communications and inter-office documents of the ReDID; 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 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