

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	:	Accounting Section-Financial Administrative Services
No. of vacancies	:	1

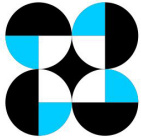
Qualification Standards:

Education:	Graduate of any business degree courses (preferably BS Accountancy or Accounting Technology)
Training:	Minimum of eight (8) hours relevant training
Experience:	With one (1) year relevant experience
Eligibility:	CS Professional or RA 1080
Competence:	N/A
Others:	N/A

Duties and Responsibilities:

- Processes Disbursement Vouchers and other financial documents;
- Processes salaries and other benefits of employees under Contract of Service;
- Processes remittance to SSS, PAG-IBIG, PHIC, and DEMPCO;
- Monitors and follows up pending claims (lacking supporting documents for documentary requirement purposes);
- Processes Petty Cash Fund replenishment and reimbursements;
- Processes payrolls and other financial assistance to scholars;
- Updates and maintains Disbursement Control Sheet-TF;
- Prepares monthly Bank Reconciliation Statement;
- Reviews LDDAP/ADA, ACIC, and PACSVAL and verifies against disbursement records;
- Assists in the preparation of Order of Payment;
- Assists in the preparation of monthly Trial Balance, Financial Statements, and Financial Reports;
- Preparation of aging of payables and statement of financial releases ;
- Processing of ANLEO, MINSAS, janitorial and security services;
- Ensures implementation of 5S program in Accounting Section;
- Processing of Representation and Transportation Allowances;
- Preparation of Certification for Representation and Transportation Allowances of COA; 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