



NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)
as of May 07, 2025

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

Position Title	:	Project Technical Assistant III (DRIEERDC Project Staff)
Salary Grade	:	12 (38, 694.00 monthly)
Place of Assignment	:	DOST XI- Regional Office
Division	:	R&D for Development and Innovation Division
No. of vacancies	:	1

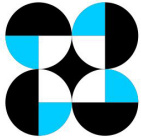
Qualification Standards:

Education:	Graduate of any Science, Engineering, or Mathematics Degree Courses
Training:	Minimum of 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:

- Serves as Secretariat of the DRIEERDC
- Assists in coordinating the participation and contribution of members and officers in all DRIEERDC programs and activities;
- Assists in the preparation and coordination of DRIEERDC programs and activities and other R&D related projects and activities for engineering, industry and emerging technologies organized by the R&D for Development and Innovation Division (ReDID);
- Assists in the field monitoring and assessments of R&D projects funded by DOST PCIEERDC;
- Assists in preparing, monitoring accomplishment reports and other related reports of DRIEERDC;
- Manages the records of the projects handled; and
- Performs other related functions as maybe assigned and required by the ARD and Section Head of ReDID.

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 14, 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