



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

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

Position Title	:	Project Technical Assistant III (Capacity Building Lead)
Salary Grade	:	12 (38,694.00 monthly)
Place of Assignment	:	Sentro Mindanaw, Bago Oshiro
Division	:	R&D for Development and Innovation Division
No. of vacancies	:	1

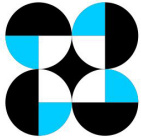
Qualification Standards:

Education:	Must have a bachelor's degree in any of the following fields: Development Communication; Communication or related fields
Training:	Minimum of 8 hours relevant training
Experience:	Minimum of 2 years related work experience
Eligibility:	CS Professional or RA 1080
Competence:	CS Professional or RA 1080
Others:	N/A

Duties and Responsibilities:

- Full-time personnel for the capacity building component;
- Develop communication plans for the program;
- Develop IEC Materials;
- Organize trainings and capacity building activities;
- Prepare project presentations and reports;
- Perform other tasks that may be relevant or deemed necessary during the project implementation

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 28, 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