



**NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)**  
**as of May 23, 2025**

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

Position Title	:	Project Technical Assistant IV (Halal Verification Laboratory Analyst)
Salary Grade	:	13 (41, 305.00 monthly)
Place of Assignment	:	DOST XI Regional Office
Division	:	Technical Support Services Division
No. of vacancies	:	1

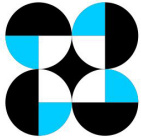
**Qualification Standards:**

Education:	Graduate of Bachelor of Science in Chemistry
Training:	Minimum of 8 hours relevant training
Experience:	Preferably with one (1) year relevant experience in analytical laboratory
Eligibility:	Licensed Chemist
Competence:	Chemical Analysis, ISO/IEC 17025 LMS
Others:	N/A

**Duties and Responsibilities:**

- Designated as Halal Verification Laboratory analyst;
- Conducts, performs, and/or reviews chemical analysis of food and beverage, and non-food samples in the Halal Verification Laboratory;
- Evaluate and interpret test results and reports of analysis;
- Conducts method verification/validation for all routine analysis and new methods developed;
- Releases Report of Analysis and/or Test Results to customers;
- Documents new procedures and work instructions;
- Conducts monitoring of temperature, humidity and other important parameters necessary to maintain ISO/IEC 17025 LMS of the Halal Verification Laboratory;
- Provides consultancy services to Micro, Small, and Medium Enterprises (MSMEs), students and researchers related to Science and Technology matters;
- Conducts technology trainings related to food and non-food products;
- Prepares project reports and purchase requests, and monitor project's budget utilization; 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 June 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 (as indicated in your PDS)

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