

NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)
as of June 03, 2025

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

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

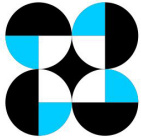
Qualification Standards:

Education:	Graduate of any Science, Engineering, Mathematics
Training:	Minimum of eight (8) hour 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:

- Designated as laboratory analyst of the DOST RSTL DAVAO Regional Metrology Laboratory;
- Conducts, performs and/or reviews calibration services related to volume, thermometry, length and mass measurement;
- Assists in the conduct of in-plant and/or on-site calibration services related to volume, thermometry, length and mass measurement;
- Assists in the conduct of planning activities of the Metrology and Metals Testing Laboratories;
- Assists in the modification and development of calibration methods including validation of new methods;
- Prepares, reviews and evaluates calibration results and/or worksheets;
- Prepares and signs calibration certification and/or test results;
- Provides technical consultancy services to entrepreneurs, walk-in customers and researchers related to metrology and calibration services; 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 09, 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