



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

REGIONAL OFFICE NO. XI



NOTICE OF HIRING (CONTRACT OF SERVICE STAFF) as of December 26, 2025

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

Position Title	:	Project Administrative Aide V (S&T Promotion Staff)
Salary Grade	:	8 (25,738.00 monthly)
Place of Assignment	:	DOST XI Regional Office
Division	:	Technical Support Services Division
No. of vacancies	:	1

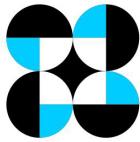
Qualification Standards:

Education:	Graduate of bachelor's degree in development communication, Mass Communication, Journalism, and other related courses
Training:	Minimum of 8 hours relevant training
Experience:	Preferably with one (1) year relevant experience
Eligibility:	CS Professional or RA 1080
Competence:	Preferably with experience in news in news writing, feature writing, social media content development, SEO, video editing, graphic design, and website creation
Others:	N/A

Duties and Responsibilities:

- Coordinates activities of the S & T Promotion section such as fairs, exhibits and other events;
- Manages DOST XI social media platforms such as Facebook, YouTube, Twitter and Instagram;
- Develops and produces multimedia content such as audio, video and print;
- Provides quarterly reports on functional objectives and project accomplishments;
- Documents all activities and maintains records of all activities;
- Prepares/submit technical reports of the project; and
- Performs other duties 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 January 21, 2026**.



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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;
7. Artist Portfolio; and
8. 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