

Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

REGIONAL OFFICE NO. XI



NOTICE OF HIRING (CONTRACT OF SERVICE STAFF) as of January 07, 2026

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

Position Title	:	Project Technical Assistant I (KARUNUNGAN Staff)
Salary Grade	:	10 (30,703.00 monthly)
Place of Assignment	:	Sentro Mindanaw, Bago Oshiro
Division	:	R&D for Development and Innovation Division
No. of vacancies	:	1

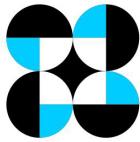
Qualification Standards:

Education:	Bachelor's Degree in Civil, Computer, Electronics, Industrial, Mechanical, Manufacturing Engineering or other related field
Training:	With Training Certificate in AutoCAD and/or specialized software in 3D design and modelling
Experience:	Prior experience in 3D Printing or Additive Manufacturing is an advantage
Eligibility:	CS Professional or RA 1080
Competence:	AutoCAD and 3D design and modeling for additive manufacturing; Effective communication skills for coordinating with stakeholders; Ability to conceptualize, develop, and propose R&D project proposals; Strong interpersonal and stakeholder engagement skills and attention to detail; and Ability to work collaboratively with team in both office and field environments.
Others:	N/A

Duties and Responsibilities:

- Ensures that the expected outputs of the KARUNUNGAN Project are achieved;
- Monitors and evaluates all approved Basic R&D projects funded by DOST-NRCP and DOST XI;
- Maintains the database of R&D projects of NSTEP Mindanao I;
- Prepares PPMPs, PRs, and other project documents necessary for the implementation and monitoring of KARUNUNGAN 2.0 and other LGIA projects related to NRCP;
- Organizes and conducts capacity development activities in pursuit of the scientific productivity of researchers;
- Assists in iSTRIKE Davao RIIC operations;
- Serves as the Division's Planning staff;
- Assists in the conduct of the R&D Expenditure Survey;
- Develops R&D proposals for possible funding;
- Provides assistance on consultancy services to researchers in the region;
- Designs and develops prototypes for 3D printing and additive manufacturing-related R&D;
- Assists in the conduct and implementation of knowledge transfer activities under AMCen Davao Region;
- Assists in the Secretariat duties for the Regional Research Development and Innovation Committee (RRDIC) XI; and
- Performs other related functions as may be assigned by the ARD of ReDID, RDM Section Head, and the Executive Committee members 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 20, 2026**.



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1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025) which can be downloaded at <https://bit.ly/CSCForm212rev2025>;
2. Work Experience Sheet (CSC prescribed form) which can be downloaded at <https://bit.ly/CSCForm212rev2025>;
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