



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:

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|---------------------|---|---|
| Position Title | : | Project Administrative I (Budget Section Staff) |
| Salary Grade | : | 4 (20, 200 monthly) |
| Place of Assignment | : | DOST XI Regional Office |
| Division | : | Financial Administrative Services Division |
| No. of vacancies | : | 1 |

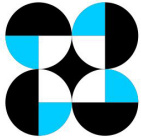
Qualification Standards:

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|--------------|--|
| Education: | Graduate of any business degree courses |
| Training: | None |
| Experience: | Preferably with one (1) year relevant experience |
| Eligibility: | CS Professional or RA 1080 |
| Competence: | N/A |
| Others: | N/A |

Duties and Responsibilities:

- Assists in reviewing/checking of financial transaction of the Expanding Science, Technology and Innovation Ecosystem thru S&T Information and Linkages (STImuLus);
- Classifies expenses as to charging and object of expenditures for replenishment and liquidation of operational cash advances petty cash fund, utilities, POs/WOs, cash advances, salaries, etc.;
- Prepares obligation requests;
- Records incoming and outgoing documents for the Budget Section;
- Maintains ledgers and files of utility bills and of other payees;
- Assists in the review of obligation requests for the preparation of reports; and
- Perform 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 January 23, 2026**.



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 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