

NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)
as of January 08, 2026

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

Position Title	:	Project Technical Assistant I (GEMLab Staff)
Salary Grade	:	10 (30,703.00 monthly)
Place of Assignment	:	DOST XI Regional Office/ Mapua MCM
Division	:	R&D for Development and Innovation Division
No. of vacancies	:	1

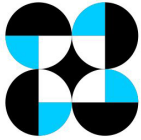
Qualification Standards:

Education:	Bachelor's Degree in Chemistry/ Chemical Engineering
Training:	Minimum of 8 hours relevant training
Experience:	Preferably with experience in project monitoring and analytical laboratory
Eligibility:	RA 1080, Licensed Chemical Technician for Chem Eng'g. graduates
Competence:	Project management, awareness on chemical analysis and preparation of project reports
Others:	N/A

Duties and Responsibilities:

- Works as Laboratory Analyst of GemLab;
- Receives samples for analysis and issues billing statement to customers of GemLab;
- Conducts, performs and reviews chemical analysis of ores, metals and other samples in the GemLab;
- Assist in the evaluation of test results, reports, opinions and interpretations;
- Conduct method validation for the routine analysis and other new methods developed;
- Facilitates the renewal of all permits, licenses and certificates and submits necessary report to regulatory and statutory bodies;
- Perform quality control checks and follow the laboratory quality management system procedures and SOPs;
- Assists in the implementation of GemLab project and activities;
- Prepares project monitoring, accomplishment and activity report;
- Prepares purchase requests and monitor the project's budget utilization; and
- Performs other activities 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