



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

DAVAO REGION

OneDOST4U: Solutions and Opportunities for All



**NOTICE OF HIRING (CONTRACT OF SERVICE STAFF)
as of May 28, 2026**

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

Position Title	:	Project Technical Assistant III (GRIND Staff)
Salary Grade	:	12 (38, 694.00 monthly)
Place of Assignment	:	Sentro Mindanaw, Bago Oshiro
Division	:	R&D for Development and Innovation Division
No. of vacancies	:	1

Qualification Standards:

Education:	Graduate of any Science, Engineering, or Mathematics degree Courses
Training:	Minimum of eight (8) hours relevant training
Experience:	With one (1) year relevant experience
Eligibility:	CS Professional or RA 1080
Competence:	Ability to organize, reconcile, and archive project-related records and files; With knowledge on project management and monitoring; With skills on technical writing; and with good oral communication to effectively collaborates with internal and external stakeholders
Others:	N/A

Duties and Responsibilities:

- Works as a Staff under the project, Grassroots Innovation for Inclusive Development (GRIND): Bringing Science and Technology (S&T) closer to the Margins;
- Assists in the preparation, coordination, and implementation of the GRIND initiatives and interventions that are aimed at empowering marginalized communities and building their resilience through the development and deployment of grassroots innovations;
- Submits monthly and quarterly monitoring and evaluation, accomplishment, and other GRIND-related reports;
- Coordinates meeting, focus group discussions, and other related activities within DOST and other cooperating agencies under the GRIND Project;
- Crafts and facilitates the signing of memorandum of cooperation/agreement/understanding and other necessary legal documents for implementation;
- Writes articles and other correspondences related to the program;
- Provides technical assistance to grassroots innovators and experts relative to the GRIND implementation by conducting capacity building activities;
- Assists in accomplishing the expected outputs as specified in the GRIND Work Plan based on the 4Ls of the GRIND Framework Plan – Learning, Leveraging, Linking and Legitimizing;
- Responsible in the preparation, updating, and management of records, resource repository, and database; and
- Performs other tasks as may be assigned by the immediate supervisor 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 12, 2026**.

Address: Cor. Dumanlas and Friendship Roads, Bajada, Davao City
Phone no.: (082) 227-1313
Website: region11.dost.gov.ph
Email: ord@region11.dost.gov.ph





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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

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