



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 June 30, 2026

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

Position Title	:	Project Technical Aide V (CEST-GRIND Staff)
Salary Grade	:	8 (26, 908.00 monthly)
Place of Assignment	:	PSTO Davao Occidental
Division	:	PSTO Davao Occidental
No. of vacancies	:	1

Qualification Standards:

Education:	Graduate of Science and Engineering and Mathematics Degree courses
Training:	Minimum of eight (8) hours relevant training
Experience:	None
Eligibility:	CS Professional or RA 1080
Competence:	Technical knowledge in relevant field (science, engineering, IT, etc.); Basic research and analytical skills; Computer literacy and familiarity with relevant software applications; Technical writing skills; Ability to understand and follow technical instructions
Others:	N/A

Duties and Responsibilities:

- Assists in the coordination and implementation of all CEST-GRIND activities in Davao Occidental;
- Assists in accomplishing the expected outputs as specified in the work plan based on the 4Ls of the GRIND Framework Plan and CEST developmental areas;
- Responsible in the preparation, management of records, monitoring and submission of reports under the CEST-GRIND projects;
- Serves as a representative of the R&D for Development and Innovation Division (ReDID) and shall assist in accomplishing ReDID-related activities; and
- Performs other duties as maybe assigned and required in the Office of the Assistant Regional Director, R&D for Development and Innovation and PSTO Davao Occidental.

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 September 10, 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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