



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 August 05, 2026

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

Position Title	:	Project Utility Aide II (Driver)
Salary Grade	:	3 (19,783.00 monthly)
Place of Assignment	:	DOST Davao Regional Office
Division	:	Finance and Administrative Services Division
No. of vacancies	:	1

Qualification Standards:

Education:	at least High School Graduate
Training:	Driving NCII
Experience:	at least 2 years relevant experience
Eligibility:	CS Sub-Professional & Professional Driver's License
Competence:	Basic communication skills; Familiarity with office procedures and equipment; Ability to maintain orderly and clean work environment; Basic computer literacy
Others:	N/A

Duties and Responsibilities:

- Provides logistic support in the coordination and monitoring of FASD activities;
- Official Driver of DOST Davao Region vehicle as may be assigned;
- Takes charge of the maintenance of vehicles;
- Prepares and submits Monthly Report of Official Travel and other related reports for submission; 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 September 07, 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 2026) which can be downloaded at <https://bit.ly/CSC2026PDS>;
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;
7. Photocopies of Certificates of Awards and Other Recognitions (as indicated in your PDS); and
8. Valid medical results for Drug Test, Optical Test, Hearing Test, Blood pressure, and Neuropsychological Assessment.

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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