



NOTICE OF VACANT POSITION

Date of Publication: 14 July 2025

The Science and Technology Information Institute (STII) of the Department of Science and Technology (DOST) is in need of personnel to occupy the following vacant positions:

Position : **SCIENCE RESEARCH SPECIALIST I**
Status of Engagement : **CONTRACT OF SERVICE (COS)**
Position Code : **STII-GAA-2025-SRSI-014**
Salary : **37,584.00 (SG 13)**
Assignment : **Communication Resources and Production**
Division - DOSTv
No. of Vacancy : **1**

Requirements:	
Education	Bachelor's Degree in the field of Mass Communication, Broadcast Communication, Development Communication, Journalism, Film, Multimedia Arts,
Experience	None required but preferably with two (2) years work experience related to TV Production.
Training	None required but preferably with at least eight (8) hours of relevant training.
Eligibility	None required

Position/Job Description

- Execute creative video framing by capturing actions, selecting shooting angles, and composing shots for both studio and on-location productions.
- Operate various camera types, including DSLR cameras, mirrorless cameras, action cameras, and drones, ensuring high-quality footage.
- Manage the organization and proper transfer of all raw video and audio materials to designated storage systems.



- Contribute ideas and suggestions for the shoot guide to enhance production quality.
- Regularly check the functionality of all DOSTv equipment and perform routine maintenance to ensure optimal performance.
- Edit all assigned DOSTv broadcast materials, ensuring high-quality output that meets project specifications.
- Proficiently use editing software such as Adobe Premiere, Adobe After Effects, or DaVinci Resolve for post-production tasks.
- Search for additional video/photo materials, music, sound effects, etc. to enhance the output.
- Perform additional duties as assigned to support the overall goals of the production team.

DOST-STII encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those of any sexual orientation and gender identity expressions (SOGIE) to submit the following documents **IN ORDER** to <https://tinyurl.com/CRPDDOSTv-SRSI> or hr@stii.dost.gov.ph (if there is an error while accessing the provided link)

1. Letter of Application with position code addressed to ASEC. Napoleon K. Juanillo, Jr.
2. Updated Personal Data Sheet (PDS) with recent picture (CS Form 212 revised 2017; <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
3. Updated Resume
4. Updated Work Experience Sheet (CS Form 212 attachment; <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>)
5. Diploma and Official Transcript of Record
6. Certificates of Training
7. Certificate of Employment with Actual Duties and Responsibilities

The deadline for the submission of applications is on July 24, 2025.
Only shortlisted applicants with complete documents will be notified.