



**NOTICE OF VACANT POSITION**

Date of Publication: 06 March 2024

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** : **Administrative Assistant II  
(HR Management Assistant)**

**Status of Engagement** : Contract of Service

**Position Code** : 2024-STII-GAA-AAII-001

**Salary** : P 22,797.60  
Salary Grade 8

**Assignment** : Finance and Administrative Division – HR Section

**No. of Vacancy** : 1

<b>Requirements:</b>	
Education	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	None required
Additional Qualification/s:	Proven track record in the following fields: 1. Strong organizational / records management and collaboration skill 2. Knowledgeable in government mandated benefits 3. Knowledgeable in processing of payroll/wages 4. Ability to manage time and prioritize tasks.

**Position/Job Description**

- Manage all HR Records.
- Prepare and facilitate notarization of COS contracts.
- Monitor attendance and prepare payroll of the Contract of Service staff

- Act as liaison staff for PhilHealth, SSS, and Pag-IBIG for Contract of Service staff.
- Prepare certification of employment/compensation, service records, and supporting documents for travel, bond, loans, etc.
- Update and maintain the HR databases.
- Conduct fieldwork within the Philippines whenever necessary; and
- Perform other related task that may be assigned.

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 [hr@stii.dost.gov.ph](mailto:hr@stii.dost.gov.ph) and by accomplishing the form through this link: <https://forms.gle/g1CZLTsHku5AQ7Le6>

1. Letter of Application with position code addressed to Director Richard P. Burgos
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 relevant training
7. Certificate of Employment with Actual Duties and Responsibilities

**The deadline for the submission of applications is on March 14, 2024.  
Only shortlisted applicants with complete documents will be notified.**