



**NOTICE OF VACANT POSITION**

Date of Publication: 06 June 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** : **SCIENCE RESEARCH ASSISTANT**  
**Status of Engagement** : Contract of Service  
**Position Code** : 2024-STII-GAA-SRA-005  
**Salary** : P 24,482.40  
 Salary Grade 09  
**Assignment** : Information Resources and Analysis Division –  
 Digitization Unit  
**No. of Vacancy** : 1

<b>Requirements:</b>	
Education	Completion of 2 years of college studies.
Experience	At least one (1) year of relevant experience
Training	At least four (4) hours of relevant training/s
Eligibility	None required
Additional Qualification/s:	Proven track record in the following fields: 1. Knowledgeable in Canva/Photoshop and/or related software 2. Average written and oral communication skills 3. Able to work with minimum supervision

**Position/Job Description**

- Assist in the preparation and evaluation of damaged materials, including inputting dimensions and assessing conditions.

- Scan, enhance, and design covers for library materials using Canva and Photoshop; print covers for identified repairs.
- Laminate the covers of library materials designated for repair, use of laminating machine.
- Create creases on the spines of library materials' covers to ensure proper binding, use of creasing machine.
- Bind library materials to achieve a perfect edge, processing a specified number of titles per month.
- Record the number of repaired titles / volumes in Microsoft Excel for accurate tracking and reporting.
- Conduct field work within the Philippines, whenever necessary.
- Communicate effectively with various stakeholders during tours and orientations.
- Prepare minutes of meetings to document discussions and decisions.
- Perform other related task which may be assigned from time to time.

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://docs.google.com/forms/d/e/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd\\_HAeTQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd_HAeTQ/viewform)

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 (if any)
7. Certificate of Employment with Actual Duties and Responsibilities

**The deadline for the submission of applications is on June 16, 2024.  
Only shortlisted applicants with complete documents will be notified.**