



**NOTICE OF VACANT POSITION**

Date of Publication: 01 July 2024

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

- Position** : **Audio-Visual Aids Technician III**  
**(Anticipated Vacancy)**
- Status of Engagement** : Permanent
- Position Code** : STIIB-AVAT3-2-2004
- Salary** : Monthly Salary at SG 10;  
with mandatory allowances such as but not limited to:
- Subsistence Allowance and Laundry Allowance (SALA)
  - Personal Economic Relief Allowance (PERA)
  - Other allowable benefits that may be provided by law such as those under Magna Carta for Scientists, Engineers, Researchers and other S&T Personnel in the Government (RA 8439)
- Assignment** : DOST – STII, CRPD – Audio Visual Section
- No. of Vacancy** : 1

<b>CSC Minimum Qualifications:</b>	
Education	High School graduate or completion of relevant vocational / trade course
Experience	Two (2) years relevant work experience
Training	At least eight (8) hours of relevant training
Eligibility	Equipment Technician (MC II, s. 1996 – CAT III)
Competencies	Proven track record in the following fields: 1. Audio-Visual Services and Support 2. Events Management 3. Photography 4. Public Information Management 5. Video Production

	6. Account Management 7. Attention to Detail 8. Time Management 9. Mathematical Proficiency 10. Computer Literacy 11. Project Management
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<b>Preferred Qualifications:</b>	
Education	High School graduate or completion of relevant vocational / trade course
Experience	Two (2) years relevant work experience
Training	At least eight (8) hours of relevant training
Eligibility	Equipment Technician (MC II, s. 1996 – CAT III)

**Position / Job Description:**

1. *Reviews and evaluates requests for audio-visual services/support, and coordinates with clients to clarify the purpose, target audience, channel of communication, and message to be conveyed and to prepare the necessary documents/ materials*
2. *Designs and creates in-house AVPs by determining and selecting the appropriate methods, tools, and equipment; gathering the necessary production materials; checking the clarity of images and sounds captured and performing the needed adjustments; checking if the messages are clear, coherent, and concise; and selecting the channels based on the target audience and overall objective*
3. *Collaborates and works with concerned units in the preparation of the video coverage and takes videos to document DOST events, making sure that all assigned tasks/duties for the event are done efficiently*
4. *Sets up video equipment, CCTV, and audio equipment for livestreaming events ensuring that all the necessary equipment is available and is working smoothly, troubleshooting and repairing equipment, as necessary*
5. *Takes photographs for various purposes such as displays, presentations, publications, coverage of various events and for documentation purposes by applying the appropriate shooting techniques; adhering to principles of photographic composition and use of light and shadow; communicating strong photographic messages; and identifying and determining the appropriate setting/background, camera, and lighting equipment according to the subject and purpose of photoshoot*

6. *Performs photo-editing by determining and evaluating the use of texts to enhance composition, checking font selection and text placement, and using the proper photo-editing software to complete post-production work*
7. *Checks and ensures that all photo-video equipment is properly cleaned, maintained, and stored, and schedules regular professional cleaning, inspection, and maintenance of photo-video equipment*
8. *Stores and archives photos by designing and implementing a system for maintaining photographs and video files using best practices (i.e., DVDs, external hard drives, FB-AV account) and taking into consideration DOST STII policies on records retention*
9. *Shares posts on DOST social media account by adapting post to the social media platform and audience and using relevant visuals, hashtags, and emojis to capture the interest of the readers*
10. *Edits, reproduces, and shares photos and videos by recognizing the key stakeholders and audience groups of DOST STII (i.e., social media outfits, DOST, DOST clients, etc.) and the objectives/strategies applicable to them; complying with established standards, escalation protocols, authorizations and regulations; and identifying confidential information that should not be shared in public*
11. *Captures videos by applying the video shooting modes suitable to the device; adjusting light intensity, distance, and number of exposures needed; and timing movements in anticipation of changes in the speed and/or direction of a moving object or scene*
12. *Performs video editing by assembling rough cuts of video footages to the timeline and adding text using text tool, adjusting font, size, style, and shadow as needed*
13. *Practices proper care and handling of different kinds of video equipment such as storage, cleaning, care for batteries, etc. and protects video equipment from dirt, shock, water, and moisture*
14. *Performs tagging of video footages for sharing, archiving and easy retrieval*

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/1FAIpQLScpF0q78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd\\_HAeTQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScpF0q78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd_HAeTQ/viewform)

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 relevant training
7. Certificate of Employment with Actual Duties and Responsibilities
8. Performance rating **in the last rating period**
9. Certificate of eligibility/rating/license
10. Certificate of Awards (if applicable)

**The deadline for the submission of applications is on 17 July 2024.  
Only shortlisted applicants with complete documents will be notified.**