



NOTICE OF VACANT POSITION

Date of Publication: 14 September 2023

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 I**
Status of Engagement : Contract of Service
Salary : P 20,614.80
Salary Grade 07
Item No. : 2022-STII-GAA-AA1-024
Assignment : Finance and Administrative Division
– GSPS Section
No. of Vacancy : **1**

Requirements:	
Education	Completion of two (2) years studies in College
Experience	1-year relevant experience
Training	4 hours of relevant training
Eligibility	None required

Position/Job Description

- Assist in STII inventory and disposal activities
- Assists the Admin Officer I and Admin Officer V in conducting physical inventories of office supplies and equipment
- Assist in the systematic monitoring of the inventory of supplies and serviceable and unserviceable equipment
- Perform other related duties that may be assigned from time to time.

Additional Qualification/s:

- Knowledgeable in Government Inventory and Disposal System
- Basic Writing Skills

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

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 Training
7. Certificate of Employment with Actual Duties and Responsibilities

**The deadline for the submission of applications is on September 20, 2023.
Only shortlisted applicants with complete documents will be notified.**