



**NOTICE OF VACANT POSITION**

Date of Publication: 14 September 2022

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  
(Accounting Machine Operator II)**  
**Status of Engagement** : Permanent  
**Position Code** : STIIB-ADAS1-3-2004  
**Salary Grade** : 7  
**Salary** : P 17,899.00 plus Magna Carta Benefits  
**Assignment** : Finance and Administrative Division  
**No. of Vacancy** : 1

<b>Requirements:</b>	
Education	Completion of two years in college
Experience	None required
Training	None required
Eligibility	Career Subprofessional

**Competencies:**

**Core Competencies:**

- Science and Technology Advocacy
- Drive for Excellence and Results
- Building Collaborative and Inclusive Working Relations
- Ethics and Integrity
- Engaging Stakeholders
- Embracing Change and Innovation

**Technical Competencies:**

- Knowledge on Cash Management
- Records Management
- Time Management
- Attention to details
- Mathematical Skill

## Position/Job Description

- Prepare Reports of Checks Issued and Cancelled (RCI) and Reports of Advice to Debit Account Issued (RADAI)
- Submit approved list of due and demandable accounts payables-advice to debit accounts (LDDAP-ADA) and Summary of LDDAP-ADA Issued & Invalidated ADA entries (SLIAE) to the bank.
- Coordinate with various payees regarding their claims and monitors submission of Official Receipts
- Reproduce and file records and documents related to cashier transactions
- Perform other related tasks as 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 to [hr@stii.dost.gov.ph](mailto:hr@stii.dost.gov.ph) and by accomplishing the form through this link: <https://forms.gle/q1CZLTsHku5AQ7Le6>

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. 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 24, 2022.  
Only shortlisted applicants will be notified.**