



NOTICE OF VACANT POSITION

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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 : **Project Administrative Aide III
(Accounting Clerk)**

Status of Engagement : Project-based

Position Code : 2024-STII-SP-PAA3-00005

Salary : P 21,064.00
Salary Grade 06

Assignment : Finance and Administrative Division
Accounting Section

No. of Vacancy : 1

| Requirements: | |
|----------------------|--|
| Education | Bachelors degree in Office Management or any Finance-related courses |
| Experience | None required |
| Training | None required |
| Eligibility | None required |

Position/Job Description

- In-charge in the coordination of the Finance-side of the project
- Review request for payment relative to the project
- Prepare Budget Utilization Request and Status (BURS) for the project
- Prepare Disbursement Voucher and LDDAP-ADA for the project
- Prepare payroll of the project staff
- Assist in the documents related to the procurement and monitoring of the equipment / semi-expandable of the project

- Assist in the preparation of Annual / Terminal Financial Report of the project
- Assist in the liquidation of the project with funding agency
- Assist in the preparation of the financial documents related to Line-Item Budget Realignment
- Prepare various documents required for the project
- Coordinate with various stakeholders relevant to the project
- Perform other tasks that maybe assigned from time to time.

Additional Qualification/s:

- Computer Skills – Proficiency in Microsoft Office Tools
- Can work with minimal supervision
- Willing to be trained

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 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. 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 12, 2024. Only shortlisted applicants with complete documents will be notified.