



NOTICE OF VACANT POSITION

Date of Publication: 05 April 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 : **Administrative Officer II**
Status of Engagement : Contract of Service
Position Code : 2024-STII-GAA-AO2-003
Salary : P 30,526.80
 Salary Grade 11
Assignment : Finance and Administrative Division
 Accounting Section
No. of Vacancy : 1

Requirements:	
Education	Bachelors degree preferably in Finance, Accountancy or any equivalent
Experience	1 year relevant work experience
Training	None required
Eligibility	None required

Position/Job Description

- Prepare Regular Fund Disbursement Vouchers (DVs) and LDDAP-ADA for payment of various expenses.
- Prepare BIR Form 2307
- Update Cash Flow monitoring template for LDDAP-ADA and checks paid.
- Monitor and report cash balances / NCA utilization.
- Assist in the preparation of monthly and quarterly budget and financial accountability reports (BFARS)
- Monitor Lits of Due and Demandable Accounts Payable

- Prepare monthly remittance list of government share.
- Assist in the incoming and outgoing of documents.
- Request to upload in the Transparency Seal Accounting Reports and Documents.
- Perform other tasks assigned from time to time.

Additional Qualification/s:

- Knowledge in eNGAS and Government Accounting is an advantage.

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://docs.google.com/forms/d/e/1FAIpQLScpFog78CL7HroZ459g0zMKKFD6ToZMH54EqgyK5Pd_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
7. Certificate of Employment with Actual Duties and Responsibilities

**The deadline for the submission of applications is on April 15, 2024.
Only shortlisted applicants with complete documents will be notified.**