



### **NOTICE OF VACANT POSITION**

Date of Publication: 12 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:

<b>Position</b>	:	<b>Administrative Aide VI (Clerk III)</b>
<b>Status of Engagement</b>	:	Contract of Service
<b>Position Code</b>	:	2022-STII-PCAARRD—CLK3-00012
<b>Salary Grade</b>	:	6
<b>Salary</b>	:	P 22, 252.00
<b>Assignment</b>	:	Finance and Administrative Division – HR/Accounting Section
<b>No. of Vacancy</b>	:	1

<b>Requirements:</b>	
Education	Bachelor of Science in Office Management
Experience	2 years of relevant experience
Training	None required
Eligibility	None required

#### **Additional Qualifications:**

- Knows how to use excel format.
- Works with minimal supervision

#### **Position/Job Description**

- Assist in the processing of payroll of the project staff.
- Assist in processing the procurement of project equipment
- Perform other related functions.

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 25, 2022.  
Only shortlisted applicants will be notified.**