



NOTICE OF VACANT POSITION

Date of Publication: 08 August 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 (Driver)
Status of Engagement	:	Contract of Service
Position Code	:	2022-STII-GAA-SRA-018
Salary Grade	:	7
Salary	:	P 19, 605.60
Assignment	:	Communication Resources and Production Division – DOSTv Section
No. of Vacancy	:	1

Requirements:	
Education	Candidate must possess at least High School Diploma in others or equivalent.
Experience	General Work (Housekeeper, Driver, Dispatch, Messenger, etc.) or equivalent
Relevant Skills(s)	Defensive Driving
Eligibility	Driver's License

Position/Job Description

- Accomplish vehicles and equipment operational records and perform physical inspection of motor vehicle during and after each operation.
- Accomplish properly trip tickets and submit them during and after a scheduled trip
- Follow and observe strictly national and local traffic rules and regulations
- Perform and accomplish his assigned tasks in a manner that will minimize and/or completely eliminate risks of accident himself, his passengers, to his vehicle and all government property under his charge.
- Take care and safeguard his motor vehicle, tools and government property under his charge.
- Report to the office of the official he is assigned and assist in other office works such as messengerial, clerical, reproduction, etc. when not in travel and avoid loitering/loafing when not on duty office hours.

- Check the condition of vehicle and recommends for repair and maintenance if needed or if necessary.
- Observe safety driving and exercise all necessary precautions to eliminate accidents and risks that may endanger all passengers and may cause damage to all property.
- Perform other task that maybe 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 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 August 18, 2022.
Only shortlisted applicants will be notified.**