



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 : **Printing Machine Operator II**
Status of Engagement : Permanent
Position Code : STIIB-PMACO2-7-2004
Salary Grade : 6
Salary : P 16, 877.00 plus Magna Carta Benefits
Assignment : Communications Resources and Production
Division – Public Affairs Section
No. of Vacancy : 1

Requirements:	
Education	High School Graduate
Experience	None required
Training	None required
Eligibility	MC 11, s. 96 – CAT II, as amended

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:

- Communication Research
- Information Education, and Communication Materials Development
- Media and Press Management
- Writing Skills
- Computer Skills

Position / Job Description

- Monitors report of published DOST S&T News and related articles;
- Provides daily/weekly monthly matrix report of published DOST S&T news and articles;
- Reproduce information packages for dissemination to mass media;
- Provides administrative support to ensure efficient operation of the section; and
- Perform other functions as may be assigned by the Division Chief.

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