



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:

Position : **Project Assistant I**
Status of Engagement : Contract of Service
Position Code : 2022-STII-PCAARRD-PA1-00011
Salary Grade : 8
Salary : P 22, 797.60
Assignment : Applied Communication Division –
eLibrary Unit
No. of Vacancy : 1

Requirements:	
Education	Bachelor of Science in Information Technology (BSIT)
Experience	2 years of relevant experience
Training	None required
Eligibility	None required

Additional Qualifications:

- Knowledgeable on the use of photoshop
- Knowledgeable on the use of the scan Taylor software and TIFF Editor
- Familiar with the MARC Tags and subfields of the AANR eLibrary system
- Work with minimal supervision

Position/Job Description

- Quality assurance and image processing of non-PCAARRD resources.
- Quality assurance and image processing of AANR resources from the regional R&D consortia base agencies
- Content buildup of the eLibrary system with AANR resources from the regional R&D consortia base agencies
- Perform other related tasks as may be 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 September 25, 2022.
Only shortlisted applicants will be notified.**