



**NOTICE OF VACANT POSITION**

Date of Publication: 19 March 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** : **Science Research Assistant**  
**Status of Engagement** : Project-based  
**Position Code** : 2024-STII-SG-PTV-00003  
**Salary** : P 24,482.40  
 Salary Grade 09  
**Assignment** : Information Resources and Analysis Division –  
 STARBOOKS Unit  
**No. of Vacancy** : 1

| <b>Requirements:</b> |                                       |
|----------------------|---------------------------------------|
| Education            | Bachelor’s degree relevant to the job |
| Experience           | None required                         |
| Training             | None required                         |
| Eligibility          | None required                         |

**Additional Qualification/s:**

- Proficient in written and oral communication
- With experience in coordinating and communicating with different stakeholders
- With skills in data organization and presentation
- A team player and can work independently with minimal supervision

**Position/Job Description**

- Responsible for preparing and organizing STARBOOKS-related documents needed for the impact assessment.
- Assist in coordinating with stakeholders for the conduct of the impact assessment.
- Prepare documentation / report of events / activities for the impact assessment.
- Perform administrative task for STARBOOKS impact assessment project.





- Perform other related tasks that 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 **IN ORDER** to [hr@stii.dost.gov.ph](mailto:hr@stii.dost.gov.ph) and by accomplishing the form through this link:

[https://docs.google.com/forms/d/e/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd\\_HAeTQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScpFog78CL7HroZ459g0zMKKFD60ToZMH54EqgyK5Pd_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 Training
7. Certificate of Employment with Actual Duties and Responsibilities

**The deadline for the submission of applications is on March 28, 2024.  
Only shortlisted applicants with complete documents will be notified.**