



### **NOTICE OF VACANT POSITION**

Date of Publication: 24 August 2023

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** : **Supervising Science Research Specialist**  
**Status of Engagement** : Permanent  
**Position Code** : STIIB-SVSRS-3-1998  
**Salary** : P 71,511 plus Magna Carta Benefits  
Salary Grade 22  
**Assignment** : Communication Resources and Production Division  
AV Section  
**No. of Vacancy** : 1

| <b>Requirements:</b> |  |
|----------------------|--|
| Education            | Bachelor's degree relevant to the job                    |
| Experience           | Three (3) years of relevant experience                   |
| Training             | Sixteen (16) hours of relevant training                  |
| Eligibility          | Career Service (Professional) / Second Level Eligibility |

### **Position/Job Description**

- Conceptualizes, plans, and develops audio-visual materials and broadcast contents;
- Oversees the preparation of scripts, storyboards, etc. by providing direction, reviewing, editing and providing of content and sources;
- Checks and communicates activities for the production and post production of photo and video materials, in-house AVPs and broadcast content including archiving of photos / videos / production scripts, etc.
- Assess and evaluates requests for photo / video coverages and assigns photo / video teams for deployment;
- Builds partnerships through the use of the proper tools and techniques:

- Manages resources for the delivery of services
- Keeps management informed of current developments through regular reports and feedback: and
- Perform other tasks 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)

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
8. IPCR or Individual Performance Evaluation for 1<sup>st</sup> and 2<sup>nd</sup> Semester
9. Certificates of Award

**The deadline for the submission of applications is on September 7, 2023.  
Only shortlisted applicants with complete documents will be notified.**