



**NOTICE OF VACANT POSITION**

Date of Publication: 27 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** : **Information Officer II**  
**Status of Engagement** : Permanent  
**Position Code** : STIIB-INFO2-4-2024  
**Salary** : P 36,619.00  
 Salary Grade 15  
**Assignment** : Communication Resources and Production Division -  
 DOSTv  
**No. of Vacancy** : 1

<b>Requirements:</b>	
Education	Bachelor's degree
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	CSC Second Level Eligibility, PD 907 RA 1080
<b>Additional Qualification/s:</b>	Proven track record in the following fields:  1. Broadcast Production Management 2. Content Development 3. Photography 4. Video Production 5. Information, Education, and Communications (IEC) Materials Development 6. Attention to Detail 7. Time Management 8. Mathematical Proficiency 9. Computer Literacy 10. Project Management

## Position/Job Description

- Oversees and manages the pre-production, production and post-production stages of DOSTv programs by coordinating with involved agencies, offices, clients, suppliers, and program guests; preparing and submitting the production schedule and shoot guide for approval; overseeing the flow of the production shoot and assigning staff; checking and ensuring that all broadcast materials/ creatives (video and graphics) for all DOSTv programs are edited, approved and ready for airing; ensuring that all dumped video and audio materials are properly transferred; and preparing the necessary travel/ administrative documents for the production shoot.
- Prepares various proposals, documentation, and reports ensuring accuracy of information and timely submission.
- Oversees the preparation of scripts, presentation materials, collaterals, and all other content by providing direction, writing, reviewing, editing, approving content and source information.
- Works/coordinates with all concerned parties to ensure that content for various communication purposes, channels, and platforms meets the prescribed standards of accuracy, adequacy, consistency, and timeliness.
- Obtains, collates, and analyzes information on the reach and effectiveness of DOSTv programs to create content and promotional material that is relevant and suitable to the different audience groups of DOST-STII.
- Takes photographs for various purposes such as displays, presentations, publications, coverage of various events, and for documentation purposes by applying basic knowledge and skills in operating various image capturing devices such as phone, tablet, camera, and accessories.
- Performs tagging of video footages for sharing, archiving and easy retrieval.
- Conducts video documentation and production of DOSTv events/activities by applying the best video capturing practices and adhering to prescribed quality standards, procedures, and policies.

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 relevant training
7. Certificate of Employment with Actual Duties and Responsibilities
8. IPCR
9. Certificate of Awards (if applicable)
10. Certificate of eligibility

**The deadline for the submission of applications is on April 10, 2024.  
Only shortlisted applicants with complete documents will be notified.**