NOTICE OF VACANT POSITION
Date of Publication: 31 July 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	:	**Administrative Officer IV (Budget Officer II)**
Status of Engagement	:	Permanent
Position Code	:	STIIB-ADOF4-1-2019
Salary	:	P 36,619.00 plus Magna Carta Benefits
		Salary Grade 15
Assignment	:	Finance and Administrative Division
		Budget Section
No. of Vacancy	:	1

Requirements:	
Education	Bachelor's degree relevant to the job
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	Career Service (Professional) / Second Level Eligibility

Position/Job Description

- Receives and evaluates action slips and assess completeness of necessary supporting documents for Grants-In-Aid (GIA) projects

- Prepares Budget Utilization Request and Status (BURS)

- Prepares Line-Item-Budget (LIB) for GIA projects

- Creates and updates General Control for GIA projects, by expense class, by object of expenditures.

- Prepares monthly Status of Funds (GIA)

- Prepares quarterly Report to COA (GAA and GIA projects)

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- Prepares quarterly Budget and Financial Accountability Reports through the Unified Reporting System (URS)

- Prepares Budgetary Requirement for DOST, DBM, Congress, and Senate

- Encode and submit through OSBP (Online Submission of Budget Proposal) Tier 1 and Tier 2 Budget Proposal (various BP Forms)

- Prepares Consolidated Budget Execution Documents (BED 1 – Financial Plan)

- Prepares Special Budget Request (Terminal Leave Benefits, Monetization, PS Insufficiency etc.)

- 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**

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 1st and 2nd Semester
9. Certificates of Award

The deadline for the submission of applications is on August 11, 2023.
Only shortlisted applicants with complete documents will be notified.