



NOTICE OF VACANT POSITION

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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 Aide I (Utility Worker I)**
Status of Engagement : Permanent
Position Code : STIIB-ADA1-7-2004
Salary : P 13,000.00 plus Magna Carta Benefits
 Salary Grade 1
Assignment : Finance and Administrative Division
No. of Vacancy : 1

Requirements:	
Education	Must be able to read and write
Experience	None required
Training	None required
Eligibility	None required
Additional Qualification/s:	Proven track record in the following fields: 1. Stewardship of Resources 2. Knowledge of Public Finance and Management 3. Records Management 4. Attention to Detail 5. Time Management 6. Mathematical Proficiency 7. Computer Literacy

Position/Job Description

- Identifies wasteful practices and opportunities for optimizing resource use.
- Protects and uses resources and assets in a conscientious and effective manner.
- Uses simple method to perform basic tasks on financial management. Performs basic financial related tasks by adhering to prescribed procedures (GAM, GAA, PFRS, PPSAS, UACS, eMDS, OFBS, among others)
- Knows the differences among the various terms in Finance/Accounting Management (i.e., assets, liabilities, income, expenses, etc.) and uses them appropriately.



- Performs basic financial related tasks by adhering to prescribed procedures (GAM, GAA, PFRS, PPSAS, UACS).
- Complies with standard government financial rules and guidelines.
- Responds to simple and usual questions or clarifications regarding financial transactions. Responds confidently to simple and usual questions or clarifications regarding.
- Documents all records received and released. Disseminates all incoming and outgoing records.
- Maintains personnel (Accounting) records in a methodical and organized manner using own initiative to facilitate easy retrieval. Labels and keeps the records according to the file classification guide.
- Gives information on a timely basis. Notices errors in own work before it is distributed. Completes all work according to procedures and standards.
- Double-checks the accuracy of information and work product to provide accurate and consistent work. Provides accurate and consistent numbers on all paperwork. Proofreads own work to identify errors or omissions.
- Gives information on a timely basis. Notices errors in own work before it is distributed. Completes all work according to procedures and standards.
- Allocates own time to complete work. Plans each day's work to complete time-sensitive issues before deadlines.
- Effectively manages one's time and resources to ensure that work is completed efficiently.
- Shifts attention quickly to respond to the unexpected and simultaneously make progress on planned activities.
- Calculates the sum, difference, product, and quotient of complex numbers and expresses the result in standard form.
- Open to learn new technologies and techniques including basic data management and maintenance.
- Knows the fundamental operations and proper usage of the computer.
- Applies basic computer skills in work using basic MS Office applications.
- Uses e-mail system.

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 **IN THE FOLLOWING ORDER:**

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 (if any)
7. Certificate of Employment with Actual Duties and Responsibilities (if any)
8. IPCR or Individual Performance Appraisal

**The deadline for the submission of applications is on December 22, 2023.
Only shortlisted applicants with complete documents will be notified.**