



NOTICE OF VACANT POSITION

Date of Publication: 18 December 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 : **Information Systems Researcher I (Librarian)**
Status of Engagement : Contract of Service
Position Code : 2023-STII-GAA-ISR-009
Salary : P 25,446.00
 Salary Grade 10
Assignment : Information Resources and Analysis Division
 Documentation Section
No. of Vacancy : 1

Requirements:	
Education	Bachelor's degree relevant to the job preferably Library Science, IT, or any related course
Experience	None required
Training	None required
Eligibility	None required

Additional Qualification/s:

- Knowledge in library holdings processing and management.
- Proficient in written and oral communication.
- A team player and can work independently with minimal supervision.

Position/Job Description

- Download, organize, and process library materials.
- Encode bibliographic records in the database.



- Assign subject headings and cross reference of the library materials.
- Process videos and AV materials
- Perform other related tasks as 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 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
7. Certificate of Employment with Actual Duties and Responsibilities

**The deadline for the submission of applications is on December 24, 2023.
Only shortlisted applicants with complete documents will be notified.**