

Republic of the Philippines
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE in the CSC website:

MA. KRISTINE B. REYES
HRMO

Date: 30-Jan-20

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (Administrative Officer II)	STIIB-ADOF4-2-2019	15	32053	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Civil Service Professional eligibility, PD 907 or RA 1080	Core Competencies: -Science and Technology Advocacy -Drive for Excellence and Results -Building Collaborative and Inclusive Working Relations -Ethics and Integrity -Engaging Stakeholders -Embracing Change and Innovation Leadership Competencies: -Not Applicable Technical Competencies: -Knowledge on Republic Act (RA) 9184, Public Financial Management (PFM), DBM/GPPB/PhilGEPS/COA issuances -Inventory management -Contract Preparation -Procurement Management -Market Analysis -Mathematical skills -Time management -Attention to details -Oral Communication skills -Writing skill -Computer Skills -Records management	Finance and Administrative Division

2	Senior Science Research Specialist	STIIB-SRSRS-4-1998	19	46791	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Civil Service Professional eligibility, PD 907 or RA 1080	Core Competencies: -Science and Technology Advocacy -Drive for Excellence and Results -Building Collaborative and Inclusive Working Relations -Ethics and Integrity -Engaging Stakeholders -Embracing Change and Innovation Technical Competencies: -Communications Research -Content Development -Events Management -Graphics Designing -IEC Materials Development -Lay-outing -Media and Press Management -Photography -Public Information Management -Publication Management -Writing Skills -Computer Skills Leadership Competencies: -Engaging and Inspiring Teams -Thinking Strategically and Creatively -Managing Performance And Coaching For Results	Communication Resources and Production Division
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 14, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RICHARD P. BURGOS

Director

DOST Complex, Gen. Santos Ave., Bicutan, Taguig City

hr.stii@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.