

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
01 JUN 2020

Date: _____

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	Accountant III	STIIB-A3-1-1998	19	46791	Bachelor's Degree in Accountancy	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	<ul style="list-style-type: none">• Core Competencies<ul style="list-style-type: none">Science and Technology AdvocacyDrive for Excellence and ResultsBuilding Collaborative and Inclusive Working RelationsEthics and IntegrityEngaging StakeholdersEmbracing Change and Innovation• Leadership Competencies<ul style="list-style-type: none">Engaging and Inspiring TeamsThinking Strategically and CreativelyManaging Performance And Coaching For Results• Technical Competencies<ul style="list-style-type: none">Knowledge on public financial management; public financial reporting system; government auditing; DBM and COA issuancesCash management skillInterpretation of financial statements and reportsDecision-makingProblem-solvingTime managementAttention to detailsAnalytical skillsCommunication skillsComputer skills	Finance and Administrative Division

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 June 12, 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.
5. Certificate of Employment
6. Certificate of Trainings Completed

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

RICHARD P. BURGOS

Director

hr@stii.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.