


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: \_\_\_\_\_

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 Aide IV (Reproduction Machine Operator II)	STIIB-ADA4-6-2004	4	13807	Elementary Graduate	None required	None required	None required (MC 11 s. 1996 - Cat. III as amended by MC 10 s. 2013 - Cat. III)	<ul style="list-style-type: none"> <li>• <b>Core Competencies</b> Science and Technology Advocacy Drive for Excellence and Results Building Collaborative and Inclusive Working Relations Ethics and Integrity Engaging Stakeholders Embracing Change and Innovation</li> <li>• <b>Technical Competencies</b> Knowledge on RA 9184, Public Financial Management (PFM), DBM/GPPB/PhilGEPS/COA issuances Computer Skills Attention to Details Oral Communication Skills Writing Skills</li> </ul>	Finance and Administrative Division
2	Science Research Specialist II	STIIB-SRAS2-4-1998	16	35106	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level	<ul style="list-style-type: none"> <li>• <b>Core Competencies</b> Science and Technology Advocacy Drive for Excellence and Results Building Collaborative and Inclusive Working Relations Ethics and Integrity Engaging Stakeholders Embracing Change and Innovation</li> <li>• <b>Technical Competencies</b> Collections Access and Control Collection Development and Acquisition Information Architecture Reference and Users' Services Public Information Management Content Development Writing Skills Computer Skills</li> </ul>	Information Resources and Analysis 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 October 26, 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](http://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

[hr@stii.dost.gov.ph](mailto:hr@stii.dost.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.