

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	Science Research Specialist I	STIIB-SRAS1-2-1998	13	26754	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level/ RA 1080	<ul style="list-style-type: none"> 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 Collections Access and Control Collection Development and Acquisition Information Architecture Organizing Library Collections and Resources Digital Preservation Reference and Users' Services Public Information Management Content Development Writing Skills Computer Skills 	Information Resources and Analysis Division - Library Section
2	Administrative Aide IV (Driver II)	STIIB-ADA4-5-2004	4	13807	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. II)	<ul style="list-style-type: none"> 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 Defensive driving Skills on vehicle basic repair and maintenance Knowledge on policies and issuances of Land Transportation Office (LTO) Time management Attention to details Oral Communication skills Troubleshooting 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 December 22, 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

hr@stii.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.