



NOTICE OF VACANT POSITION

Date of Publication: 09 March 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 : **Printing Press Supervisor**
Status of Engagement : Permanent
Position Code : STIIB-PMACO2-6-2004
Salary : P 31,320.00
Salary Grade 13
Assignment : Communication Resources and Production Division
Content Development and Editorial Section
No. of Vacancy : 1

Requirements:	
Education	Completion of 2 years studies in college
Experience	3 years of relevant experience
Training	16 hours of relevant training
Eligibility	Career Service (Subprofessional) First Level Eligibility

Position/Job Description

- The Printing Press Supervisor will primarily handle pre-press tasks of article writing, editing and production activities.
- Publication Management
- Assist in creating reports / presentations and documenting meetings and drafting correspondences.
- Assist in the preparation for events and related activities in coordination with CDES/CSDS and assisting in event coverages.
- Skill in basic photography is an advantage.

Additional Qualification/s:

- Average written and oral communication skills, administrative and time management skills.
- Knowledge on news and feature writing is an advantage and resourceful.
- Proficient in using Microsoft Office software.

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 **IN ORDER** to hr@stii.dost.gov.ph

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
8. IPCR or Individual Performance Evaluation
9. Certificates of Award

**The deadline for the submission of applications is on March 21, 2023.
Only shortlisted applicants with complete documents will be notified.**