



NOTICE OF VACANT POSITION

Date of Publication: 15 June 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 : **Information Officer II**
Status of Engagement : Project-based
Position Code : 2023-CICA-Comp3-CDES-00004
Salary : P 40,290.00
Salary Grade 15
Assignment : Communication Resources and Production Division
Content Development and Editorial Section
No. of Vacancy : 1

Requirements:	
Education	Bachelor's degree in Mass Communication or Journalism or DevCom
Experience	One (1) year experience in writing news & feature articles and events management
Training	4 hours training in news/feature writing and press releases
Eligibility	None required

Position/Job Description

- Responsible for writing news/feature articles and press releases, radio releases
- Assist in coordinating events and can act as host/emcee if needed
- Responsible in periodic reports and prepare PowerPoint presentations

Additional Qualification/s:

- Average written and oral communication skills
- Can coordinate events

- Proficient in PowerPoint Presentations

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

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