



NOTICE OF VACANT POSITION

Date of Publication: 01 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 : **Administrative Officer V (Budget Officer III)**
Status of Engagement : Permanent
Position Code : STIIB-ADOF5-4-2004
Salary : P 46, 725.00 plus Magna Carta Benefits
Salary Grade 18
Assignment : Finance and Administrative Division
Budget Section
No. of Vacancy : 1

Requirements:	
Education	Bachelor's degree relevant to the job
Experience	Two (2) years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	Career Service (Professional) / Second Level Eligibility

Position/Job Description

- Certifies allotment / budget available and obligated / utilize for the purpose
- Issues Certificate of Availability of Funds
- Reviews Line Item Budgets for Projects and Activities
- Reviews Special Budget Requests (Terminal Leave Benefits, Monetization, PS insufficiency, others)
- Reviews and submits Monthly and Quarterly Financial Reports
- Sends out monthly utilization advisories to Division Chiefs / Project Leaders

- Prepares and submits Budget Proposals forms to DOST, DBM, House and Senate
- Performs other tasks, which may be assigned from time to time.

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 for 1st and 2nd Semester
9. Certificates of Award

**The deadline for the submission of applications is on June 30, 2023.
Only shortlisted applicants with complete documents will be notified.**