

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: 9-Dec-21

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 Assistant I (Computer Operator I)	STIIB-ADAS1-3-2004	7	17179	Completion of two years in college	None required	None required	Career Subprofessional	<ul style="list-style-type: none"> <li>• <b>Core Competencies</b></li> <li>Science and Technology Advocacy</li> <li>Drive for Excellence and Results</li> <li>Building Collaborative and Inclusive Working Relations</li> <li>Ethics and Integrity</li> <li>Engaging Stakeholders</li> <li>Embracing Change and Innovation</li> <li>• <b>Technical Competencies</b></li> <li>Knowledge on CSC, DBM, COA and DOLE issuances</li> <li>Competency Development and Enhancement</li> <li>Recruitment, Selection, and Placement</li> <li>Workforce Planning</li> <li>Writing Skill</li> <li>Attention to Detail</li> <li>Computer Skill</li> </ul>	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 21, 2021.

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.