NOTICE OF VACANT POSITION

Date of Publication: 10 December 2024

The Science and Technology Information Institute (STII) of the Department of Science and Technology (DOST) needs personnel to occupy the following vacant positions:

Position	:	**Photographer II**
Status of Engagement	:	Permanent
Position Code	:	STIIB-PHOTO2-4-2004
Salary	:	Monthly Salary at SG 7; PHP 19,365.00

with mandatory allowances such as but not limited to:

- Subsistence Allowance and Laundry Allowance (SALA)
- Personal Economic Relief Allowance (PERA)
- Other allowable benefits that may be provided by law such as those under Magna Carta for Scientists, Engineers, Researchers and other S&T Personnel in the Government (RA 8439)

Assignment	:	DOST – STII, CRPD – Audio Visual Section
No. of Vacancy	:	1

CSC Minimum Qualifications:	
Education	High School graduate or completion of relevant vocational / trade course
Experience	None required
Training	None required
Eligibility	Photographer (MC II, s. 1996 – CAT II)
Competencies	Proven track record in the following fields: 1. Audio-Visual Services and Support 2. Photography 3. Public Information Management 4. Video Production 5. Attention to Detail 6. Time Management 7. Mathematical Proficiency 8. Computer Literacy 9. Project Management

DOST Complex, Gen. Santos Avenue, Bicutan
1631 Taguig City, Philippines
P.O. Box 3596 Manila
www.stii.dost.gov.ph

Mobile Nos. 09239582400 / 09062540101 (FAD)
09239582384 / 06062540092 (IRAD)
09239582403 / 09062540103 (CRPD)
09222678009 (CRPD-PAS)
09193754335 / 09759180192 (DOSTv)
09289403539 / 09568711864 (STARBOOKS)

ISO 9001:2015
Certificate No. 50500772 QM15

Position / Job Description:

1. *Coordinates with clients to identify/clarify their needs and requirements by receiving their requests for photo coverage and other audio-visual services; clarifying objectives and concepts; informing them and checking submission of the necessary documents; and keeping them updated on the status of their requests and informing them of other additional requirements that may arise*
2. *Assists in the production and post-production of in-house audio-visual materials by gathering, editing, and sharing photo concepts/ materials based on agreed concept, objectives, and requirements and by providing technical assistance during activities and events requiring audio-visual services.*
3. *Gathers, stores, and archives all A/V materials in existing physical and digital filing systems in a methodical and organized manner for easy access and retrieval following DOST-STII standards, procedures, and policies*
4. *Takes photographs for various purposes such as displays, presentations, publications, coverage of various events and for documentation purposes by applying the appropriate shooting techniques; adhering to principles of photographic composition and use of light and shadow; communicating strong photographic messages; and identifying and determining the appropriate setting/background, camera, and lighting equipment according to the subject and purpose of photoshoot*
5. *Performs photo-editing by determining and evaluating the use of texts to enhance composition, checking font selection and text placement, and using the proper photo-editing software to complete post-production work*
6. *Checks and ensures that all photo-video equipment is properly cleaned, maintained, and stored, and schedules regular professional cleaning, inspection, and maintenance of photo-video equipment*
7. *Stores and archives photos by designing and implementing a system for maintaining photographs and video files using best practices (i.e., DVDs, external hard drives, FB-AV account) and taking into consideration DOST STII policies on records retention*
8. *Edits, reproduces, and shares photos and videos by recognizing the key stakeholders and audience groups of DOST STII (i.e., social media outfits, DOST, DOST clients, etc.) and the objectives/strategies applicable to them; complying with established standards, escalation protocols, authorizations and regulations; and identifying confidential information that should not be shared in public*
9. *Shares posts on DOST social media account by adapting post to the social media platform and audience and using relevant visuals, hashtags, and emojis to capture the interest of the readers*
10. *Captures videos by operating different video capturing devices (i.e., mobile devices, tablet, camera and accessories, studio equipment, etc.); applying basic video capture knowledge and techniques; framing the subject matter and*

background in lens to capture desired image according to standards; and applying rudimentary knowledge with materials and video processing in expressing ideas and concepts

11. *Performs basic video editing techniques such as trimming and marking of video footages when processing video footages on the timeline*
12. *Takes care of video camera and equipment by practicing basic video camera and equipment handling and maintenance techniques*
13. *Organizes, stores, and archives video files in the appropriate format and filing system for easy access and retrieval following DOST-STII standards, procedures, and policies*

DOST-STII encourages interested and qualified applicants—including persons with disabilities (PWD), members of indigenous communities, and individuals of any sexual orientation and gender identity expressions (SOGIE)—to submit the following documents **in order** to https://tinyurl.com/yavyxumw and by accomplishing the form through this link.

1. Letter of Application with position code addressed to ASEC. Napoleon K. Juanillo, Jr.
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 relevant training
7. Certificate of Employment with Actual Duties and Responsibilities
8. Performance rating **in the last rating period**
9. Certificate of eligibility/rating/license
10. Certificate of Awards (if applicable)

The deadline for the submission of applications is on 25 December 2024.
Only shortlisted applicants with complete documents will be notified.