



Republic of the Philippines
Department of Science and Technology
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE

ASTI Bldg., C.P. Garcia Avenue, U.P. Technology Park Complex
U.P. Campus, Diliman, Quezon City 1101 Philippines
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PUBLICATION OF VACANT POSITION (Regular)

POSITION TITLE : **Chief Administrative Officer**

SALARY GRADE : **SG 24**

NO. OF POSITIONS AVAILABLE : **1**

ITEM NUMBER/S : **ASTIB-CADOF-2-2004**

BASIC QUALIFICATION STANDARDS:

Education : Master's degree relevant to the job **OR**
Certificate in Leadership and Management from
CSC

Experience : 4 years in position/s involving management and
supervision

Training : 40 hours of supervisory/management learning
and development intervention undertaken within
the last 5 years

Eligibility : Career Service Professional/ Second Level
Eligibility

ADDITIONAL INFORMATION ABOUT THE POSITION:

He/she shall:

- supervise all administrative and financial activities in the Institute;
- assume responsibility in the development and implementation of financial and administrative policies and related work;
- give technical advice to management on administrative and financial matters;
- assist the Director on the formulation and implementation of administrative policies;
- provide inputs in organizational structure review;
- prepare and undertake staff development programs for the Institute;
- attend to personnel transactions (recruitment, placement, promotion, leave privileges, retirement, training, etc.);
- assume responsibility for the discipline and efficiency of support staff;
- approve and sign disbursements within approved ceilings, requisitions of supplies and equipment, and other matters which are financial in character;
- coordinate and consolidate the operational budget for consideration of the Director;
- attend external functions related to finance and administrative matters; and
- perform other tasks as may be assigned from time to time.

APPLICATION:

Interested and qualified applicants are requested to send the following application requirements (in pdf) to hr@asti.dost.gov.ph:

1. Letter of intent addressed to:

Joel Joseph S. Marciano Jr., Ph.D.
Acting Director
Advanced Science and Technology Institute

2. Updated Curriculum Vitae or Personal Data Sheet (please use CSC Form 212 Revised 2017 and its attachment for work experience);
3. Diploma and Transcript of Records;
4. Training certificate/s (at least 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years); and
5. Employment certificate/s.

APPLICATION DEADLINE: 26 January 2018

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