

2023 Profile of DOST-COS Personnel in the DOST System

Item No.	Position Titles (for Administrative Personnel)	Position Titles (for Technical Personnel)	SG	Qualification Standards			Salary Rates
				Education	Experience	Training	DBM 2023 Rates
1	<i>Project Laborer I</i>	<i>Project Utility Aide I</i>	1	Elementary School Graduate	None required	None required	13,000.00
2	<i>Project Laborer II</i>	<i>Project Utility Aide II</i>	2	Elementary School Graduate	None required	None required	13,819.00
3	<i>Project Laborer III</i>	<i>Project Utility Aide III</i>	3	High School Graduate	None required	None required	14,678.00
4	<i>Project Administrative Aide I</i>	<i>Project Technical Aide I</i>	4	Completion of 2-year studies in college (or at least High School Graduate for Drivers)	None required (for Drivers, at least 6 months experience)	None required	15,586.00
5	<i>Project Administrative Aide II</i>	<i>Project Technical Aide II</i>	5	Completion of 2-yr studies in college (or at least High School Graduate for Drivers)	None required (for Drivers, at least 1 year experience)	None required	16,543.00
6	<i>Project Administrative Aide III</i>	<i>Project Technical Aide III</i>	6	Completion of 2-yr studies in college or High School Graduate with relevant vocational / trade course	None required	None required	17,553.00
7	<i>Project Administrative Aide IV</i>	<i>Project Technical Aide IV</i>	7	Completion of 2-yr studies in college or High School Graduate with relevant vocational / trade course	None required	None required	18,620.00
8	<i>Project Administrative Aide V</i>	<i>Project Technical Aide V</i>	8	Completion of 2-yr studies in college or High School Graduate with relevant vocational / trade course	1 yr of relevant experience	4 hrs of relevant training	19,744.00

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9	<i>Project Administrative Aide VI</i>	<i>Project Technical Aide VI</i>	9	Completion of 2-yr studies in college or High School Graduate with relevant vocational / trade course	1 yr of relevant experience	4 hrs of relevant training	21,211.00
10	<i>Project Administrative Assistant I</i>	<i>Project Technical Assistant I</i>	10	Bachelor's degree	None required	None required	23,176.00
11	<i>Project Administrative Assistant II</i>	<i>Project Technical Assistant II</i>	11	Bachelor's degree	None required	None required	27,000.00
12	<i>Project Administrative Assistant III</i>	<i>Project Technical Assistant III</i>	12	Bachelor's degree	None required	None required	29,165.00
13	<i>Project Administrative Assistant IV</i>	<i>Project Technical Assistant IV</i>	13	Bachelor's degree	None required	None required	31,320.00
14	<i>Project Administrative Assistant V</i>	<i>Project Technical Assistant V</i>	14	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	33,843.00
15	<i>Project Administrative Assistant VI</i>	<i>Project Technical Assistant VI</i>	15	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	36,619.00
16	<i>Project Administrative Officer I</i>	<i>Project Technical Specialist I</i>	16	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	39,672.00
17	<i>Project Administrative Officer II</i>	<i>Project Technical Specialist II</i>	17	Bachelor's degree	1 yr of relevant experience	4 hrs of relevant training	43,030.00
18	<i>Project Administrative Officer III</i>	<i>Project Technical Specialist III</i>	18	Bachelor's degree	2 years of relevant experience	8 hrs of relevant training	46,725.00
19	<i>Project Administrative Officer IV</i>	<i>Project Technical Specialist IV</i>	19	Bachelor's degree	2 years of relevant experience	8 hrs of relevant training	51,357.00
20	<i>Project Administrative Officer V</i>	<i>Project Technical Specialist V</i>	20	Bachelor's degree	3 years of relevant experience	16 hrs of relevant training	57,347.00
21	<i>Project Administrative Officer VI</i>	<i>Project Technical Specialist VI</i>	21	Bachelor's degree	3 years of relevant experience	16 hrs of relevant training	63,997.00

Annex A

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				Education	Experience	Training	DBM 2023 Rates
22	<i>Project Senior Administrative Officer</i>	<i>Project Senior Technical Specialist</i>	22	Bachelor's degree	3 years of relevant experience	16 hrs of relevant training	71,511.00