

Annex A

2022 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 2021 Rates
1	<i>Project Laborer I</i>	<i>Project Utility Aide I</i>	1	Elementary School Graduate	None required	None required	12,034.00
2	<i>Project Laborer II</i>	<i>Project Utility Aide II</i>	2	Elementary School Graduate	None required	None required	12,790.00
3	<i>Project Laborer III</i>	<i>Project Utility Aide III</i>	3	High School Graduate	None required	None required	13,572.00
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	14,400.00
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	15,275.00
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	16,200.00
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	17,179.00
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	18,251.00

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				Education	Experience	Training	DBM 2021 Rates
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	19,593.00
10	<i>Project Administrative Assistant I</i>	<i>Project Technical Assistant I</i>	10	Bachelor's degree	None required	None required	21,205.00
11	<i>Project Administrative Assistant II</i>	<i>Project Technical Assistant II</i>	11	Bachelor's degree	None required	None required	23,877.00
12	<i>Project Administrative Assistant III</i>	<i>Project Technical Assistant III</i>	12	Bachelor's degree	None required	None required	26,052.00
13	<i>Project Administrative Assistant IV</i>	<i>Project Technical Assistant IV</i>	13	Bachelor's degree	None required	None required	28,276.00
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	30,799.00
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	33,575.00
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	36,628.00
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	39,986.00
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	43,681.00
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	48,313.00
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	54,251.00
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	60,901.00
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	68,415.00

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				Education	Experience	Training	DBM 2021 Rates
23	<i>Project Supervising Administrative Officer</i>	<i>Project Supervising Technical Specialist</i>	23	Bachelor's degree	3 years of relevant experience	16 hrs of relevant training	76,907.00
24	<i>Project Chief Administrative Officer</i>	<i>Project Chief Technical Specialist</i>	24	Master's degree	4 yrs of supervisory/ mgmt experience	40 hrs of supervisory / mgmt learning & devt intervention	86,742.00

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Solutions and Services Engineering Division	PEDRO	Project Administrative Aide V	8	1	1.) Technical support 2.) Assist in deployment activities 3.) Assist in fabrication, assembly and testing in the laboratory 4.) Assist in civil works needed 5.) Liaison staff for the project and division 6.) Handles phone calls
Solutions and Services Engineering Division	PEDRO	Project Administrative Aide V	8	1	1. Technical monitoring and support 2. Process and coordinate deployment activities 3. Liaison for staff's passport and visa requirements 4. Assist Division Assistant in maintaining the record section 5. Secretariat for division trainings and other events 6. Prepares travel kits 7. Compiles travel documents for reimbursement / liquidation 8. Assist the Division Assistant's tasks assigned by FAD, HR
Solutions and Services Engineering Division	PEDRO	Project Administrative Aide VI	9	1	1. Technical support 2. Monitor tickets to ensure they are actively moving towards resolution 3. Manage and maintain a ticket priority management so members of the team can easily determine which issues need to be addressed first 4. Ensure technical tasks are performed on time and in compliance with ISO 5. Ensure proper implementation of ISO processes 6. Populate the ERP catalogue
Solutions and Services Engineering Division	PEDRO	Project Administrative Assistant II	11	1	1. Project management support (budget monitoring, finance etc.) 2. Assist in the preparation of PPMPs 3. Attend meetings for walk-in inquiries, exploratory collaborations, and other similar meetings 4. Write reports and articles for the project, as necessary
Solutions and Services Engineering Division	PEDRO	Project Technical Assistant II	11	1	1. Support on the operations of the Ground Receiving Station 2. Generate reports on the upload and download of data from Diwata through the GRS 3. Assists in the procurement, inventory and testing of supplies and components
Solutions and Services Engineering Division	PEDRO	Project Technical Assistant IV	13	1	1.) Research and development on embedded systems / remote-sensing / wireless communications 2.) Assist in the network design, coordination, implementation, maintenance of ASTI's ground receiving station 3.) Develop and maintain project plans and schedules to support completion of new/changes in services
Solutions and Services Engineering Division	PEDRO	Project Technical Specialist I	16	1	1.) Develops web portals and application programming interfaces for data-sharing 2.) Manages databases and ensures its maximum uptime 3.) Researches and executes database enhancements to ensure archived data is updated, organized, available, compliant and secure 4.) Coordinates all project related activities, accomplishments, issues, lessons learned and other derived knowledge 5.) Participates in events and other activities like exhibits, meetings and seminars necessary in the implementation of the project 6.) Manages, configures and maintains systems/servers 7.) Performs other tasks as may be required by the first party
Solutions and Services Engineering Division	PEDRO	Project Administrative Assistant IV	13	1	1. Serves as member of the Project Management Team; 2. Perform as the head writer; 3. Drafts technical reports and documentation; 4. Facilitates and assists in project needs; 5. Preparation of travel documents; 6. Provide assistance in the preparation of monthly, quarterly, annual, and terminal reports; 7. Drafts all correspondences pertaining to the project; 8. Drafts all articles regarding project activities
Solutions and Services Engineering Division	ARQ	Project Administrative Assistant VI	15	1	1. Oversee Project management activities (budget monitoring, finance etc.) 2. Assist in the preparation of PPMPs 3. Attend meetings for walk-in inquiries, exploratory collaborations, and other similar meetings 4. Write reports and articles for the project, as necessary
Solutions and Services Engineering Division	ARQ	Project Technical Specialist I	16	1	1.) Develops web portals and application programming interfaces for data-sharing 2.) Manages databases and ensures its maximum uptime 3.) Researches and executes database enhancements to ensure archived data is updated, organized, available, compliant and secure 4.) Coordinates all project related activities, accomplishments, issues, lessons learned and other derived knowledge 5.) Participates in events and other activities like exhibits, meetings and seminars necessary in the implementation of the project 6.) Manages, configures and maintains systems/servers 7.) Performs other tasks as may be required by the first party
Solutions and Services Engineering Division	ARQ	Project Technical Aide VI	9	1	1.) On-site technical deployment / Prototyping / Laboratory equipment operator 2.) Assists the fabrication of prototypes 3.) Assists in the procurement, inventory and testing of supplies and components

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Solutions and Services Engineering Division	SATD-MASID	Project Administrative Aide VI	9	1	1.) Technical monitoring and support 2.) Process and coordinate deployment activities 3.) Process and coordinate data requests from different stakeholders 4.) Maintain database of all weather monitoring stations 5.) Liaison for staff's passport and visa requirements 6.) Assist Division Assistant in maintaining the record section 7.) Alternate to the Division Assistant if not around 8.) Secretariat for division trainings and other events 9.) Prepares travel kits 10.) Compiles travel documents for reimbursement / liquidation 11.) Assist the Division Assistant's tasks assigned by FAD, HR 12.) Handles shipping of Hydromet stations / component - populate the ERP catalogue
Solutions and Services Engineering Division	SATD-MASID	Project Technical Assistant IV	13	1	1.) Research and development on embedded systems / remote-sensing / wireless communications 2.) Assist in the network design, coordination, implementation, maintenance of ASTI's ground receiving station 3.) Develop and maintain project plans and schedules to support completion of new/changes in services
Solutions and Services Engineering Division	SATD-MASID	Project Technical Assistant IV	13	1	- will work under the Embedded Systems Group (ESG) to do R&D work that involves designing and developing electronic products and solutions in the key areas of instrumentation, robotics or mechatronics, wired and wireless sensor networks, IoT and AI/Machine Learning. - will work on the rehabilitation and improvements in the design and development of stations under SADT-MASID Project
Solutions and Services Engineering Division	SATD-MASID	Project Technical Assistant IV	13	1	- will work under the Embedded Systems Group (ESG) to do R&D work that involves designing and developing electronic products and solutions in the key areas of instrumentation, robotics or mechatronics, wired and wireless sensor networks, IoT and AI/Machine Learning. - will work on the rehabilitation and improvements in the design and development of stations under SADT-MASID Project - will work under the Embedded Systems Group (ESG) to do R&D work that involves designing and developing electronic products and solutions in the key areas of instrumentation, robotics or mechatronics, wired and wireless sensor networks, IoT and AI/Machine Learning. - will work on the rehabilitation and improvements in the design and development of stations under SADT-MASID Project
Solutions and Services Engineering Division	SATD-MASID	Project Technical Assistant IV	13	1	- will work under the Embedded Systems Group (ESG) to do R&D work that involves designing and developing electronic products and solutions in the key areas of instrumentation, robotics or mechatronics, wired and wireless sensor networks, IoT and AI/Machine Learning. - will work on the rehabilitation and improvements in the design and development of stations under SADT-MASID Project
Solutions and Services Engineering Division	SATD-MASID	Project Technical Assistant IV	13	1	- will work under the Embedded Systems Group (ESG) to do R&D work that involves designing and developing electronic products and solutions in the key areas of instrumentation, robotics or mechatronics, wired and wireless sensor networks, IoT and AI/Machine Learning. - will work on the rehabilitation and improvements in the design and development of stations under SADT-MASID Project - will work under the Embedded Systems Group (ESG) to do R&D work that involves designing and developing electronic products and solutions in the key areas of instrumentation, robotics or mechatronics, wired and wireless sensor networks, IoT and AI/Machine Learning. - will work on the rehabilitation and improvements in the design and development of stations under SADT-MASID Project

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DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Solutions and Services Engineering Division	ULAT	Project Administrative Assistant II	11	1	<ol style="list-style-type: none"> 1. Project management support (budget monitoring, finance etc.) 2. Assist in the preparation of PPMPs 3. Attend meetings for walk-in inquiries, exploratory collaborations, and other similar meetings 4. Write reports and articles for the project, as necessary
Solutions and Services Engineering Division	REIINN	Project Technical Specialist I	16	1	<p>Develop, test, and characterize various RF / Microstrip components, circuits, and devices using microwave simulation design, schematic design, layout design;</p> <ul style="list-style-type: none"> • Prepare circuit schematic, PCB designs, and bill of materials. • Prepare and review technical specifications for the procurement of hardware components; • Provide technical assistance in the development of other wireless and RF related projects of DOST-ASTI • Prepare reports, documentation, and technical/conference/journal papers related to the project; • Must be willing to travel and prepare documentation and/or information prior and after the travel • Coordinate and set meetings with partners, and other involved institutions; • Participate in events and other activities (e.g.exhibits, meetings, and seminars necessary in the implementation of the project; and • Work closely with the Project Leader/Team Leader and Project Manager regarding the plans, requirements , concerns, problems, and other matters.
Solutions and Services Engineering Division	REIINN	Project Technical Specialist I	16	1	<p>Implement data acquisition and signal processing techniques in embedded systems</p> <ul style="list-style-type: none"> • Develop other required firmware, software and web applications of the project • Prepare and review technical specifications for the procurement of hardware components • Prepare reports, documentation and technical/conference/journal papers related to the project; • Must be willing to travel and prepare documentation and/or information prior and after the travel • Coordinate and set meetings with partners, and other involved institutions; • Provide technical assistance in the development of embedded and software requirements of other projects; • Participate in events and other activities (e.g.exhibits, meetings, and seminars necessary in the implementation of the project; and • Work closely with the Project Leader/Team Leader and Project Manager regarding the plans, requirements , concerns, problems, and other matters
Solutions and Services Engineering Division	INNOVATE	Project Administrative Assistant VI	15	1	<ol style="list-style-type: none"> 1. Act as assistant PM for PREGINET 2. Work closely with DC, Technical Team Lead and PM of PREGINET 3. Prepare all documents needed for annual planning and other reports needed by oversight agencies. 4. As Assistant PM: prepare all procurement - related documents; monitor project budget; facilitate preparation of MOA with partners; interface with suppliers, partners and other project stakeholders.
Solutions and Services Engineering Division	INNOVATE	Project Administrative Assistant II	11	1	<ol style="list-style-type: none"> 1. Facilitate and/or assist in project needs, such as, but not limited to the following: purchase request (PR) preparation and monitoring; interface with suppliers; ARE monitoring; office supplies monitoring; etc., and work closely with Project Manager in carrying out tasks 2. Assist in the coordination of project - related activities and events, i.e., training, meetings with partners and other agencies, coordination with partners and users, etc. 3. Implement and maintain filing system for project-related documents, as well as project's list of contacts
TOTAL (SSED)				22	
Research and Development Division	INNOVATE	Project Technical Specialist I	16	1	<ol style="list-style-type: none"> 1.) Graphics design and illustration 2.) Video production and editing 3.) Photography
Research and Development Division	INNOVATE	Project Technical Specialist I	16	1	<ol style="list-style-type: none"> 1.) Plan, coordinate and implement network security measure in the CoARE Facility in order to protect ASTI- and end user-owned data, software, and hardware 2.) Monitor network and system performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future 3.) Train users in the use of the CoARE Facility pertaining to network and server administration 4.) Gather data pertaining to the Project's needs, and use the information to identify, predict, interpret, and evaluate system and network requirements 5.) Maintain and analyze logs related to network functions to facilitate planning and maintenance 6.) Research new technology, and implement it or recommend its implementation 7.) Prepare technical documents which are required by the Project

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Research and Development Division	INNOVATE	Project Technical Specialist I	16	1	<ul style="list-style-type: none"> 1.) Plan, coordinate and implement network security measure in the CoARE Facility in order to protect ASTI- and end user-owned data, software, and hardware 2.) Monitor network and system performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future 3.) Train users in the use of the CoARE Facility pertaining to network and server administration 4.) Gather data pertaining to the Project's needs, and use the information to identify, predict, interpret, and evaluate system and network requirements 5.) Maintain and analyze logs related to network functions to facilitate planning and maintenance 6.) Research new technology, and implement it or recommend its implementation 7.) Prepare technical documents which are required by the Project
Research and Development Division	INNOVATE	Project Technical Specialist I	16	1	<ul style="list-style-type: none"> 1. Assist the technical lead in identifying and carrying out R&D activities for COARE 2. Conduct R&D on new developments in HPC, Data Science and other fields of studies relevant to CoARE and come up with recommendations on new areas to explore 3. Prepare and compile documentation of R&D activities
Research and Development Division	INNOVATE	Project Technical Specialist I	16	1	<ul style="list-style-type: none"> 1.) Plan, coordinate and implement network security measure in the CoARE Facility in order to protect ASTI- and end user-owned data, software, and hardware 2.) Monitor network and system performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future 3.) Train users in the use of the CoARE Facility pertaining to network and server administration 4.) Gather data pertaining to the Project's needs, and use the information to identify, predict, interpret, and evaluate system and network requirements 5.) Maintain and analyze logs related to network functions to facilitate planning and maintenance 6.) Research new technology, and implement it or recommend its implementation 7.) Prepare technical documents which are required by the Project
Research and Development Division	INNOVATE	Project Technical Assistant IV	13	1	<ul style="list-style-type: none"> 1.) Assist the technical lead in identifying and formulating workflow for running HPC programs and software applications to efficiently maximize the utilization of computational resources 2.) Prepare and compile documentation of software development and subsequent revisions, including detailed workflow and diagrams that describe the input, output and logical operations 3.) Write codes to automate the execution of HPC programs that form part of production systems tasked to output model runs on a periodic time scale 4.) Conduct trial runs and perform benchmarks to further validate the correctness and proper operation of HPC software applications
Research and Development Division	INNOVATE	Project Technical Assistant IV	13	1	<ul style="list-style-type: none"> 1.) Perform data backups and disaster recovery operations 2.) Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes 3.) Design, configure, and test computer hardware, networking software and operating system software 4.) Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future 5.) Conduct training on HPC, as needed 6.) Research new technology, and implement it or recommend its implementation 7.) Provide inputs in the planning, coordination, and implementation of network security measures in order to protect data, software, and hardware
Research and Development Division	INNOVATE	Project Technical Assistant IV	13	1	<ul style="list-style-type: none"> 1.) Perform data backups and disaster recovery operations 2.) Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes 3.) Design, configure, and test computer hardware, networking software and operating system software 4.) Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future 5.) Conduct training on HPC, as needed 6.) Research new technology, and implement it or recommend its implementation 7.) Provide inputs in the planning, coordination, and implementation of network security measures in order to protect data, software, and hardware

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DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Research and Development Division	INNOVATE	Project Technical Assistant III	13	1	<ol style="list-style-type: none"> 1.) Plan, coordinate and implement network security measure in the CoARE Facility in order to protect ASTI- and end user-owned data, software, and hardware 2.) Monitor network and system performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future 3.) Train users in the use of the CoARE Facility pertaining to network and server administration 4.) Gather data pertaining to the Project's needs, and use the information to identify, predict, interpret, and evaluate system and network requirements 5.) Maintain and analyze logs related to network functions to facilitate planning and maintenance 6.) Research new technology, and implement it or recommend its implementation 7.) Prepare technical documents which are required by the Project
Research and Development Division	INNOVATE	Project Administrative Officer I	16	1	<ol style="list-style-type: none"> 1.) Act as Assistant PM for COARE 2.) Manage interface with CoARE partners and users, and interface between clients and technical team 3.) Manage Redmine, a project management tool used by the Project 4.) Prepare DOST-required project-related reports, or those that may be required by oversight agencies 5.) Coordinate project-related activities and events, i.e., training, meeting with partners and other agencies, coordination with partners and users, etc., as needed 6.) Provide documentation support for project-related meetings and events (minutes of meeting; action items)
Research and Development Division	INNOVATE	Project Administrative Officer I	16	1	<ol style="list-style-type: none"> 1.) Lead the development of CoARE's Information Technology Service Management (ITSM) lifecycle based on ITIL 2.) Spearhead the dissemination of the ITSM lifecycle and its processes to stakeholders, and its possible adoption agency-wide 3.) Conduct necessary research for the development and adoption of recommending policies for the CoARE, which can be endorsed DOST-wide 4.) Develop CoARE operations manuals and other necessary documentations for CoARE
Research and Development Division	INNOVATE	Project Administrative Assistant VI	15	1	<ol style="list-style-type: none"> 1.) Provide Level I support for all CoARE partners and users, and interface between clients and technical team 2.) Manage Redmine, a project management tool used by the Project 3.) Prepare DOST-required project-related reports, or those that may be required by oversight agencies 4.) Coordinate project-related activities and events, i.e., training, meeting with partners and other agencies, coordination with partners and users, etc., as needed 5.) Provide documentation support for project-related meetings and events (minutes of meeting; action items)
Research and Development Division	INNOVATE	Project Administrative Assistant VI	15	1	<ol style="list-style-type: none"> 1.) Research on new developments in HPC, Data Science and other fields of studies relevant to CoARE, and come up with recommendations on new areas to explore 2.) Assist in drafting and finalizing research papers for submission to conference, publications or journals 3.) Develop content for project website, and create and manage social media accounts for the project, i.e., facebook, twitter 4.) Handle all project-related communications (marketing collaterals, project presentations, news articles, press releases, etc.) 5.) Manage Redmine, a project management tool used by the Project 6.) Prepare DOST-required project-related reports, or those that may be required by oversight agencies 7.) Coordinate project-related activities and events, i.e., training, meeting with partners and other agencies, coordination with partners and users, etc., as needed 8.) Provide documentation support for project-related meetings and events (minutes of meeting; action items)
Research and Development Division	INNOVATE	Project Administrative Assistant II	11	1	<ol style="list-style-type: none"> 1. Provide Level I support for all CoARE partners and users, and interface between clients and technical team 2. Prepare COARE related reports, or those that may be required by ASTI, clients or oversight agencies 3. Coordinate project- related activities and events, i.e., training, meeting with partners and other agencies, coordination with partners and users etc., as needed 4. Provide documentaion support for project- related meetings and events (minutes of meeting; action items)

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DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Research and Development Division	AUS	Project Technical Specialist I	16	1	Under general supervision, He/She will perform the following position: - Primarily work on AUS and other projects of the team - Build, operate, and maintain fixed-wing UAVs and mobile robots - Develop various modules for various autonomous/unmanned systems - Configure ROS platform for mobile robots - Write documentation, reports, and/or papers as required by the project - Participate in other projectrelated activities - Participate in other divisionrelated activities - Perform other tasks as required - Primarily work on AUS and other projects of the team - Build, operate, and maintain autonomous and unmanned systems - Develop electronics modules for various autonomous/unmanned systems - Configure ROS platform and develop ROS modules for autonomous systems - Write documentation, reports, and/or papers as required by the project - Participate in other projectrelated activities and other division-related activities - Perform other tasks as required
Research and Development Division	AUS	Project Technical Specialist I	16	1	Under general supervision, He/She will perform the following position: - Primarily work on AUS and other projects of the team - Develop computer vision/AI modules for autonomous/unmanned systems and other projects of the team - Write documentation, reports, and/or papers as required by the project - Participate in other projectrelated activities and otherdivision-related activities - Perform other tasks as required
Research and Development Division	AUS	Project Technical Assistant III	12	1	Under general supervision, He/She will perform the following position: - Primarily work on AUS and other projects of the team - Build, operate, and maintain autonomous and unmanned systems - Develop various modules for various autonomous and unmanned systems - Design mobile robot platforms, frames, enclosures, mounts, etc. for the projects of the team - Write documentation, reports, and/or papers as required by the project - Participate in other projectrelated activities and other division-related activities - Perform other tasks as required
Research and Development Division	AESS	Project Technical Assistant IV	13	1	1. Design, develop, and test electronics and software modules of the project; 2. Develop and keep proper technical/ hardware and software documentation of the project, and other related research works; 3. Participate in project activities; 4. Participate in other division and ASTI-related activities 5. Perform other task as required
Research and Development Division	AESS	Project Technical Assistant II	11	1	1. Develop/implement software as required by the project; Back-end development 2. Develop documentation on software as required by the project 3. Participate in other projectrelated activities 4. Participate in other divisionrelated activities 5. Perform other tasks as required
Research and Development Division	AESS	Project Technical Assistant VI	15	1	1. Develop/implement software as required by the project - Front-end development; 2. Develop and keep proper technical documentation of the project, and other related research works; 3. Participate in project activities; 4. Participate in other division and ASTI-related activities 5. Perform other task as required
Research and Development Division	AESS	Project Technical Assistant IV	13	1	1. Design, develop, and test electronics and software modules of the project; 2. Develop and keep proper technical/ hardware and software documentation of the project, and other related research works; 3. Participate in project activities; 4. Participate in other division and ASTI-related activities 5. Perform other task as required

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DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Research and Development Division	AESS	Project Administrative Aide IV	9	1	Provide project management support to various RDD projects: 1.) Record and file various project documents such as proposals, line-item budgets, workplans, memos, MOAs, MOUs, etc. 2.) Provide support in the preparation of reports (accomplishment reports, terminal reports, etc.) 3.) In-charge of taking minutes of the meeting and manage project events and other related activities 4.) Perform project management tasks - Draft project reports such as monthly, quarterly, annual accomplishment reports, terminal reports, etc. - Monitor progress of deliverables per project workplan and activities - Monitor budget utilization - Prepare office memos for budget realignment, etc. as necessary 5.) Conduct market research for items to be procured 6.) Prepare PPMP and coordinate with BAC Secretariat for submission 7.) Prepare purchase requests and monitor the progress of the procurement process 8.) Ensure correctness and accuracy of all ARE/ICS and monitor inventory of supplies, equipment, etc. 9.) Perform tasks as may be assigned from time to time
Research and Development Division	AESS	Project Technical Assistant III	13	1	Work as the Quality Assurance staff under the AESS project. He/she will be assigned to perform and ensure the performance, reliability, functionality, and compatibility of the end-to-end system. - Responsible for designing and implementing testing plan - Responsible in ensuring the performance, reliability, functionality, and compatibility of the end-to-end system - Participate in project-related and division-related activities - Can work with minimal supervision - Perform other tasks as required - Proactive and communicates well with the team
Research and Development Division	AESS	Project Technical Assistant II	13	1	Will work as process analyst/developer for the AW4RDIS project. These will augment the development team with only 1 analyst and 1 developer. 1.) Participate in the design, development and implementation of the business process management (BPM) strategies of the ASTI R&D Process Improvement project 2.) Design and develop the business process models and notations (BPMNs) for ASTI R&D Process Improvement project 3.) Create and expose reusable functional Application Programming Interfaces (APIs) for the BPM applications developed 4.) Perform and manage manual and automated testing activities on BPM outputs 5.) Participate in events and other activities (e.g., exhibits, meetings, and seminars) necessary in the implementation of the project 6.) Carry out other tasks as may be required by the Project
Research and Development Division	AW4RDIS	Project Technical Assistant III	12	1	Will work as process analyst/developer for the AW4RDIS project. These will augment the development team with only 1 analyst and 1 developer. 1.) Participate in the design, development and implementation of the business process management (BPM) strategies of the ASTI R&D Process Improvement project 2.) Design and develop the business process models and notations (BPMNs) for ASTI R&D Process Improvement project 3.) Create and expose reusable functional Application Programming Interfaces (APIs) for the BPM applications developed 4.) Perform and manage manual and automated testing activities on BPM outputs 5.) Participate in events and other activities (e.g., exhibits, meetings, and seminars) necessary in the implementation of the project 6.) Carry out other tasks as may be required by the Project
Research and Development Division	AW4RDIS	Project Technical Assistant III	12	1	Will work as process analyst/developer for the AW4RDIS project. These will augment the development team with only 1 analyst and 1 developer. 1.) Participate in the design, development and implementation of the business process management (BPM) strategies of the ASTI R&D Process Improvement project 2.) Design and develop the business process models and notations (BPMNs) for ASTI R&D Process Improvement project 3.) Create and expose reusable functional Application Programming Interfaces (APIs) for the BPM applications developed 4.) Perform and manage manual and automated testing activities on BPM outputs 5.) Participate in events and other activities (e.g., exhibits, meetings, and seminars) necessary in the implementation of the project 6.) Carry out other tasks as may be required by the Project

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Research and Development Division	AW4RDIS	Project Technical Specialist IV	19	1	<ol style="list-style-type: none"> 1.) Act as lead in the design, development and implementation of the business process management (BPM) strategies of the AW4RDIS project 2.) Conceptualize, design, and develop business process models and notations (BPMNs) for AW4RDIS project 3.) Create and expose reusable functional Application Programming Interfaces (APIs) for the BPM applications developed 4.) Provide guidance and mentoring to other Business and Process Analysts 5.) Perform and manage manual and automated testing activities on BPM outputs 6.) Participate in events and other activities (e.g., exhibits, meetings, and seminars) necessary in the implementation of the project 7.) Carry out other tasks as may be required by the Project.
Research and Development Division	AW4RDIS	Project Technical Specialist I	16	1	<ol style="list-style-type: none"> 1.) Participate in the design, development and implementation of the business process management (BPM) strategies of the AW4RDIS project 2.) Design and develop the business process models and notations (BPMNs) for AW4RDIS project 3.) Create and expose reusable functional Application Programming Interfaces (APIs) for the BPM applications developed 4.) Perform and manage manual and automated testing activities on BPM outputs 5.) Participate in events and other activities (e.g., exhibits, meetings, and seminars) necessary in the implementation of the project 6.) Carry out other tasks as may be required by the Project.
Research and Development Division	AW4RDIS	Project Technical Specialist I	16	1	<ol style="list-style-type: none"> 1.) Will serve as a Senior System Administrator; 2.) Provide guidance and mentoring to Junior System Administrator; - Perform and approve system administration documents; 3.) Perform computer hardware and other IT equipment maintenance and inventory; 4.) Provide technical expertise in system administration and project technical operations such as project monitoring tools, web security, file storage system, etc; 5.) Provide technical expertise in procurement areas of project such as hardware specification, quality check, budget allocation, etc; 6.) Perform administrative task requested by the Project Manager; 7.) Maintain, sustain, monitor, and synchronize the server and cloud instances of the project in the Cloud facility; 8.) Keep-up on new internet standards and web technologies; 9.) Involve in other components related to the project; 10.) Participate in events and other activities (e.g., exhibits, meetings, and seminars) necessary in the implementation of the project; and 11.) Perform other tasks as may required by the project
Research and Development Division	AW4RDIS	Project Technical Assistant II	11	1	<ol style="list-style-type: none"> 1.) Will serve as junior process developer/analyst/tester 2.) Study tools, methods, techniques necessary for accomplishing the assigned job and as required by the project 3.) Keep track of changes in the project work plan and to respond to these changes as necessary 4.) Keep all documents and activities in the project confidential unless required through official channels 5.) Update accordingly the status of assigned tasks through designated task management tool 6.) Get involve to other components related to the project 7.) Participate in events and other activities (e.g. exhibits, meetings, demonstrations, workshops, trainings, and seminars) necessary in the implementation of the Project 8.) Carry out other tasks as may be required by the Project

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Research and Development Division	EPIIC	Project Technical Specialist IV	19	1	<p>The Garage Manager will report to the Project Manager and will assume primary responsibility for conceptualization and formulation of strategies for the EPIIC Project 2.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> •Under general supervision, assists the Project Manager in the direction, supervision and programming of activities related to the Project; •Determines the garage projects to be included in the Project based on the recommendation of the Joint EIAPI-ASTI Board; •Assumes primary responsibility for conceptualization and formulation of strategies for the Project; •Proposes and works out the conditions for the Project development; •Represent the Project in negotiations with other agencies, and stakeholder/s on matters which can be resolved at his/her level and at meetings, conferences, seminars, and other intersectoral/interagency cooperative efforts and provides coordination and secretariat support as necessary; •Extends assistance during the implementation of the other project under the EPIIC Program as requested by ASTI, by way of service or shared resources; •Evaluates performances of subordinates; •Sees to their proper development and motivation and applied disciplinary measures as necessary; •Prepare Technical Documents as required by the project; •Willing to be assigned in Bicutan, Taguig City
Research and Development Division	EPIIC	Project Technical Specialist IV	19	1	<ul style="list-style-type: none"> • Work from software driven manufacturing and/or tests, schematic diagrams, written and verbal description. • Ensure correct manufacturing and/or test plans/procedures • Directly reporting to top management and proactively share practical ideas and solutions • Ensure efficient and effective manufacturing and/or test engineering operations • Ensure proper inventory control in the testing laboratory. • Provide progress report status to themanagement. • Carry out good housekeeping and 5S.
Research and Development Division	EPIIC	Project Technical Specialist IV	19	1	<ul style="list-style-type: none"> • Responsible for the effective planning, direction setting, execution,controlling and evaluation of all manufacturing and/or test activities in the Electronics Product Prototyping Laboratory • Capture final manufacturingand/or testequirement fromClient • Generate file for manufacturabilityand/or test file andconduct areasimulation andanalysis • Produce lab PCBand 3D prototype • Documentgeneration andcontrol related tothe activitiesincluding but not limited to the following <ul style="list-style-type: none"> • Engineering Plan • Quality Plan • Production Plan • Support and carry out other electronic product prototyping activities; • Ensure efficient and effective EPDC operations; • Participate in the regular maintenance of the equipment and preparation of report on the status of the equipment and consumables; • Provide progress report status to the management. • Carry out good housekeeping and 5S.

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Research and Development Division	EPIIC	Project Technical Specialist I	16	1	<p>The Project Technical Specialist I will report directly to the Project Team Leader.</p> <p>Job Overview:</p> <ul style="list-style-type: none"> •R&D on local development of electronic products based on study. •Technical documentation of both software and hardware development requirements <p>Responsibilities and Duties:</p> <ul style="list-style-type: none"> •Serve as member of EPIIC Garage Project Team; •Analyze methodologies for the development and implementation of the project. •Conduct research on new technologies on electronic components, trends, case studies, and technical papers for product development; •Perform circuit schematic and PCB design layouts including prototype board fabrication; •Assist the team in the assembly of prototypes, pilot testing and production activities; •Perform data verification and testing of embedded modules/prototypes/development kits, evaluate functionality and efficiency; •Perform to both embedded systems hardware and software development; •Contribute and produce research papers for publication, technical documentation and reports; •Document all technical R&D developments both hardware and software requirements for the development of the instrumentation for ISO compliance; •Attend project meetings as scheduled by the Project Team Leader or Project Manager regarding the project status, coordination meeting issues and other matters; •Participate in events and other activities (e.g., exhibits, meetings, and seminars) needed for the project; and •Perform other tasks as may be required by the project.
Research and Development Division	EPIIC	Project Technical Assistant IV	13	1	<p>The Project Technical Assistant III will report to the Project Team Leader of the project.</p> <p>Job Overview:</p> <ul style="list-style-type: none"> •R&D on local development of electronic products based on study. •Technical documentation of both software and hardware development requirements <p>Responsibilities and Duties:</p> <ul style="list-style-type: none"> •Serve as member of EPIIC Garage Project team; •Conduct research on new technologies on electronic components, trends, case studies, and technical papers for product development; •Perform circuit schematic and PCB design layouts including prototype board fabrication; •Assist the team in the assembly of prototypes, pilot testing and production activities; •Perform data verification and testing of embedded modules/prototypes/development kits, evaluate functionality and efficiency; •Perform to both embedded systems hardware and software development; •Contribute and produce research papers for publication, technical documentation and reports; •Document all technical R&D developments both hardware and software requirements for the development of the instrumentation for ISO compliance; •Attend project meetings as scheduled by the Project Team Leader or Project Manager regarding the project status, coordination meeting issues and other matters.; •Participate in events and other activities (e.g., exhibits, meetings, and seminars) needed for the project; and Perform other tasks as may be required by the project.

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Research and Development Division	EPIIC	Project Technical Assistant IV	13	1	<p>The Project Technical Assistant III will report to the Project Team Leader of the project.</p> <p>Job Overview:</p> <ul style="list-style-type: none"> •R&D on local development of electronic products based on study. •Technical documentation of both software and hardware development requirements <p>Responsibilities and Duties:</p> <ul style="list-style-type: none"> •Serve as member of EPIIC Garage Project team; •Conduct research on new technologies on electronic components, trends, case studies, and technical papers for product development; •Perform circuit schematic and PCB design layouts including prototype board fabrication; •Assist the team in the assembly of prototypes, pilot testing and production activities; •Perform data verification and testing of embedded modules/prototypes/development kits, evaluate functionality and efficiency; •Perform to both embedded systems hardware and software development; •Contribute and produce research papers for publication, technical documentation and reports; •Document all technical R&D developments both hardware and software requirements for the development of the instrumentation for ISO compliance; •Attend project meetings as scheduled by the Project Team Leader or Project Manager regarding the project status, coordination meeting issues and other matters.; •Participate in events and other activities (e.g., exhibits, meetings, and seminars) needed for the project; andPerform other tasks as may be required by the project.
Research and Development Division	EPIIC	Project Administrative Aide VI	9	1	<p>Be the admin support and will execute procurement of necessary tools and supplies as advised by the technical staff.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> •Facilitate and/or assist in project needs, such as, but not limited to the following:purchase request (PR) preparation and monitoring; interface with suppliers; ARE monitoring; office supplies monitoring; etc., and work closely with Project Manager in carrying out tasks. •Assist in the coordination of project-related activities and events,i.e., training, meetings with partners and other agencies, coordination with partners and users, etc. •Implement and maintain filing system for project-related documents, as well as project's list of contacts. •Willing to be assigned in ASTI, Diliman, Quezon City but will have occasional trips to Bicutan, Taguig City for activities, and events as needed.
Research and Development Division	EPIIC	Project Technical Assistant IV	13	1	
Research and Development Division	EPIIC	Project Administrative Assistant III	12	1	
TOTAL (RDD)				39	
Computer Software Division	Gul.AI	Project Technical Assistant V	14	1	<p>"Web/Mobile Application Frontend Dev"</p> <ul style="list-style-type: none"> • Lead the Web App Front End development • Provide knowledge sharing on front end development topic/s • Designing user interaction models, workflows and user interfaces • Collaborate with business analyst and back-end developers to define the user experience • Perform hands-on programming tasks, such as prototyping, feature development, bug fixing, testing across multiple browsers/platforms • Advocate for best practices, coding W3C standards, great usability and exceptional quality, with awareness of client needs and priorities • Design and implement web applications • Translate exchange specifications and build systems' prototype • Produce system's manuals and technical documentation • Ensure system features behave according to specifications by conducting unit test, integration test and regression test • Pushing the boundaries of what's possible to create better experiences for our users • Handle minor task tickets which may be specific to software programmer, software tester, or business analyst • Proactively collaborate with other team members in delivering software requirements

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Computer Software Division	Gul.Ai	Project Technical Assistant IV	13	1	<p>"Mobile Application Developer"</p> <ul style="list-style-type: none"> •Design user interaction models, workflows and user interfaces for mobile applications •Collaborate with business analyst and back-end developers to define the UI/UX and its implementation •Perform hands-on programming tasks, such as prototyping, feature development, bug fixing, testing across multiple platforms and mobile applications •Advocate for best practices, coding W3C standards, great usability and exceptional quality, with awareness of client needs and priorities •Design and implement mobile applications •Translate exchange specifications and build systems' prototype •Produce system's manuals and technical documentation •Ensure system features behave according to specifications by conducting unit test, integration test, and regression test •Handle minor task tickets which may be specific to software programmer, software tester, or business analyst •Proactively collaborate with other team members in delivering software requirements * Conduct review of literature on well-established strategies for data synchronization in heterogenous data storages * Develop synchronization functionalities for the mobile application
Computer Software Division	Gul.Ai	Project Technical Assistant IV	13	1	<p>Internet of Things Engineer</p> <ul style="list-style-type: none"> •Implement the appliance modules as designed by the system architect and in accordance to the latest version of the system requirements •Coordinate with the web application back-end and mobile application developer for the connection of the appliance to the backend services via developed web interfaces •Coordinate with the supervising officer for details of the implementation of each of the appliance's modules •Coordinate with the software quality assurance for the review and testing of implemented appliance modules •Coordinate with the requirements engineer for clarifications about the system requirements •Adhere to established contributing protocols in the project when submitting implementations to the project's source code repository •Submit status reports as required by the supervising officer •Deployment of developed appliance units into target partner beneficiaries •Proactively collaborate with other team members in delivering software requirements •Participate in events and other activities (e.g., exhibits, meetings, and seminars) needed for the project •Perform other tasks as may be assigned from time to time * Install, configure, and calibrate the 3D printers for the development of the system's plant-growing component * Develop 3D models of the system's plant-growing component * Perform structural stress tests on the 3D models * Print the 3D parts of the system's plant-growing components
Computer Software Division	Gul.Ai	Project Technical Assistant III	12	1	<p>"Web/Mobile Application Quality Assurance"</p> <ul style="list-style-type: none"> •Understand and review software document (user stories, validation document, test plan, test design, etc.) in preparation for testing •Inform the test lead about what all resources will be required for software testing •Develop and document test cases for testing and learn to prioritize testing activities •Execute test cases to verify bug-free functionality of new and existing features •Discover, research, and document project bugs and defects •Product support, investigating potential live issues and bugs •Working directly with the programming and design teams to investigate and reproduce complex issues •Identify, report and document software defects using provided templates •Participate in events and other activities (e.g., exhibits, meetings, and seminars) needed for the project •Perform other tasks as may be assigned from time to time •Handle minor task tickets which may be specific to software programmer, software tester, or business analyst •Proactively collaborate with other team members in delivering software requirements

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Computer Software Division	Gul.Ai	Project Technical Assistant III	12	1	<p>System Administrator</p> <ul style="list-style-type: none"> •Setup and configure server hardware for testing, staging and production environment of web applications •Setup and configure the continuous integration and continuous deployment software systems •Implement software integration and deployment workflows using CI/CD software technologies such as Jenkins •Manage code versioning system for the team such as Gitlab •Deploy versions of the software using Docker technologies •Provide timely support to the rest of the team during and after software development period •Monitor the software system's performance during user acceptance and system testing activities •Ensure computer and network security for the project team •Implement defined institution policies for the use of the computers and network •Implement security policies for regarding the use of computers and computer network. •Produce defined documentation such as system administration manual, network layout documentation, and system architecture documentation •Conduct training for system administrators on how to administer the software system •Handle minor task tickets which may be specific to software tester, system administrator, or business analyst •Proactively collaborate with other team members in delivering software requirements
Computer Software Division	Gul.Ai	Project Technical Assistant II	11	1	<p>"Business Analyst/Requirements Engineer"</p> <ul style="list-style-type: none"> •Elicit requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. •Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying true needs. •Proactively communicate and collaborate with external clients to analyze information needs and functional requirements and deliver the following artifacts as needed: (Functional requirements (Business Requirements Document), iii. Use Cases, Interface designs) •Create interactive system prototype using the latest prototyping tool such as Axure, Pencil, and UXPin. •Successfully engage in multiple initiatives simultaneously •Work independently with users to define concepts and under direction of project managers •Interpret customer business needs and translate them into application and operational requirements. •Interact in a professional manner with diverse groups such as executives, managers, and subject matter experts •Serve as the bridge between the customer community (internal and external customers) and the software development team through which requirements flow •Develop requirements specifications according to standard templates, using natural language. •Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs. •Be the liaison between the business units, technology teams and support teams. •Handle minor task tickets which may be specific to software programmer, software tester, or system administrator * Coordinate scheduling of requirements elicitation with the technical leads * Develop user manuals for the mobile and web application components of the system
Computer Software Division	Gul.Ai	Project Technical Assistant II	11	1	<p>"Web/Mobile Application Quality Assurance"</p> <ul style="list-style-type: none"> •Understand and review software document (user stories, validation document, test plan, test design, etc.) in preparation for testing •Inform the test lead about what all resources will be required for software testing •Develop and document test cases for testing and learn to prioritize testing activities •Execute test cases to verify bug-free functionality of new and existing features •Discover, research, and document project bugs and defects •Product support, investigating potential live issues and bugs •Working directly with the programming and design teams to investigate and reproduce complex issues •Identify, report and document software defects using provided templates •Participate in events and other activities (e.g., exhibits, meetings, and seminars) needed for the project •Perform other tasks as may be assigned from time to time •Handle minor task tickets which may be specific to software programmer, software tester, or business analyst •Proactively collaborate with other team members in delivering software requirements * Identify and discuss with the mobile application developer and web application's frontend and backend developers the possible deviations from the UX design of the mobile application's and web application's user interface * Develop and present reports to the group regarding the results of the software testing activities

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Computer Software Division	Gul.Ai	Project Technical Assistant II	11	1	<ul style="list-style-type: none"> Internet of Things •Implement the appliance modules as designed by the system architect and in accordance to the latest version of the system requirements •Coordinate with the web application back-end developer for the connection of the appliance to the backend services via developed web interfaces •Coordinate with the supervising officer for details of the implementation of each of the appliance's modules •Coordinate with the software quality assurance for the review and testing of implemented appliance modules •Coordinate with the requirements engineer for clarifications about the system requirements •Adhere to established contributing protocols in the project when submitting implementations to the project's source code repository •Submit status reports as required by the supervising officer •Deployment of developed appliance units into target partner beneficiaries •Proactively collaborate with other team members in delivering software requirements •Participate in events and other activities (e.g., exhibits, meetings, and seminars) needed for the project •Perform other tasks as may be assigned from time to time •Proactively collaborate with other team members in delivering software requirements
Computer Software Division	Gul.Ai	Project Technical Assistant I	10	1	<ul style="list-style-type: none"> "Web/Mobile Application Backend Dev" •Build apps, APIs and data solutions to drive projects •Design user interaction models, workflows and user interfaces for web applications •Collaborate with business analyst and back-end developers to define the UI/UX and its implementation •Perform hands-on programming tasks, such as prototyping, feature development, bug fixing, testing across multiple platforms and mobile applications •Advocate for best practices, coding W3C standards, great usability and exceptional quality, with awareness of client needs and priorities •Defines specifications and develop programs, modifies existing programs, prepares test data, and prepares functional specifications •Ensure that the web applications kept working in an efficient manner. This can include: <ul style="list-style-type: none"> - fixing any issues with the system implementation and design; - software and; - application security •Continuous improvement of our current project and approaches •Assesses the health and performance of software applications and databases. •Maintain and monitor web application's performance •Supports applications with an understanding of system integration, test planning, scripting, and troubleshooting •Manage the development team and address technical impediments in case technical leads are not available •Produce system's manuals and technical documentation •Stay up-to-date with new technology trends
Computer Software Division	Gul.Ai	Project Administrative Assistant I	10	1	<ul style="list-style-type: none"> Project Manager •Manage the overall operations of the project development team by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures; •Monitor the Workplan, Line-Item budget (LIB), and expected outputs/deliverables of the project; •Develop a detailed project plan and use project management tools to keep track of people and monitor overall progress; •Lead the recruitment of project team members; •Closely coordinate with the Project Leader about the status of the project implementation and issues arising; •Closely coordinate with the funding agency for status reporting; •Coordinate with partner agencies/institutions regarding establishment of partnerships; •Monitoring agreements to ensure guidelines are maintained; •Overseeing the budget of the project; •Create and maintain comprehensive project documentation; •Organize during events and other activities (e.g., exhibits, meetings, workshops/trainings) necessary in the implementation of the project;

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Computer Software Division	Kooha	Project Technical Specialist I	16	1	<p>Mobile Application Developer</p> <ul style="list-style-type: none"> •Design user interaction models, workflows and user interfaces for mobile applications •Collaborate with business analyst and back-end developers to define the UI/UX and its implementation •Perform hands-on programming tasks, such as prototyping, feature development, bug fixing, testing across multiple platforms and mobile applications •Design and implement mobile applications •Translate exchange specifications and build systems' prototype •Produce system's manuals and technical documentation •Ensure system features behave according to specifications by conducting unit test, integration test, and regression test •Handle minor task tickets which may be specific to software programmer, software tester, or business analyst •Proactively collaborate with other team members in delivering software requirements
Computer Software Division	Kooha	Project Technical Specialist I	16	1	<p>"Web/mobile Application Quality Assurance"</p> <ul style="list-style-type: none"> •Understand and review software document (user stories, validation document, test plan, test design, etc.) in preparation for testing •Inform the test lead about what all resources will be required for software testing •Develop and document test cases for testing and learn to prioritize testing activities •Execute test cases to verify bug-free functionality of new and existing features •Discover, research, and document project bugs and defects •Product support, investigating potential live issues and bugs •Working directly with the programming and design teams to investigate and reproduce complex issues •Identify, report and document software defects using provided templates •Participate in events and other activities (e.g., exhibits, meetings, and seminars) needed for the project •Perform other tasks as may be assigned from time to time •Handle minor task tickets which may be specific to software programmer, software tester, or business analyst •Proactively collaborate with other team members in delivering software requirements * Identify and discuss with the mobile application developer and web application's frontend and backend developers the possible deviations from the UX design of the mobile application's and web application's user interface * Develop and present reports to the group regarding the results of the software testing activities
Computer Software Division	Kooha	Project Technical Assistant VI	15	1	<p>"Web Application and API Developer"</p> <ul style="list-style-type: none"> •Build apps, APIs and data solutions to drive projects •Design user interaction models, workflows and user interfaces for web applications •Collaborate with business analyst and back-end developers to define the UI/UX and its implementation •Perform hands-on programming tasks, such as prototyping, feature development, bug fixing, testing across multiple platforms and mobile applications •Advocate for best practices, coding W3C standards, great usability and exceptional quality, with awareness of client needs and priorities •Defines specifications and develop programs, modifies existing programs, prepares test data, and prepares functional specifications •Ensure that the web applications kept working in an efficient manner. This can include: <ul style="list-style-type: none"> - fixing any issues with the system implementation and design; - software and; - application security •Continuous improvement of our current project and approaches •Assesses the health and performance of software applications and databases. •Maintain and monitor web application's performance •Supports applications with an understanding of system integration, test planning, scripting, and troubleshooting •Manage the development team and address technical impediments in case technical leads are not available •Produce system's manuals and technical documentation •Stay up-to-date with new technology trends

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Computer Software Division	Kooha	Project Technical Assistant V	14	1	<p>Business Analyst</p> <ul style="list-style-type: none"> •Elicit requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. •Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying true needs. •Proactively communicate and collaborate with external clients to analyze information needs and functional requirements and deliver the following artifacts as needed: (Functional requirements (Business Requirements Document), iii. Use Cases, Interface designs) •Successfully engage in multiple initiatives simultaneously •Work independently with users to define concepts and under direction of project managers •Interpret customer business needs and translate them into application and operational requirements. •Interact in a professional manner with diverse groups such as executives, managers, and subject matter experts •Serve as the bridge between the customer community (internal and external customers) and the software development team through which requirements flow •Develop requirements specifications according to standard templates, using natural language. •Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs. •Be the liaison between the business units, technology teams and support teams. •Handle minor task tickets which may be specific to software programmer, software tester, or system administrator •Act as the alternate scrum master of the team who will facilitate daily stand-up meetings, sprint plannings, sprint reviews, handle product backlog estimation and grooming, address queries of the development team, and remove impediments in case team leads of the project are not available. •Act as the UI/UX designer of the project on top of being a business analyst and will be responsible for exploring and studying new trends in mobile and web application designs and principles. •Conceptualize and design mockups for web and mobile applications of Kooha according to the latest UI/UX trends and design principles. •Write project documentations such as but not limited to development artefacts and user guides. •Prepare presentations for sprint activities.
Computer Software Division	Kooha	Project Technical Assistant V	14	1	<p>"Web and Mobile Application Quality Assurance"</p> <ul style="list-style-type: none"> •Understand and review software document (user stories, validation document, test plan, test design, etc.) in preparation for testing •Inform the test lead about what all resources will be required for software testing •Develop and document test cases for testing and learn to prioritize testing activities •Execute test cases to verify bug-free functionality of new and existing features •Write and execute test scripts for automating test runs. •Conduct API and Performance testing. •Discover, research, and document project bugs and defects •Product support, investigating potential live issues and bugs •Working directly with the programming and design teams to investigate and reproduce complex issues •Identify, report and document software defects using provided templates •Participate in events and other activities (e.g., exhibits, meetings, and seminars) needed for the project •Perform other tasks as may be assigned from time to time •Handle minor task tickets which may be specific to software programmer, software tester, or business analyst •Proactively collaborate with other team members in delivering software requirements

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Computer Software Division	Kooha	Project Technical Assistant IV	13	1	<p>Mobile Application Developer</p> <ul style="list-style-type: none"> •Designing user interaction models, workflows and user interfaces •Collaborating with business analyst and back-end developers to define the user experience •Perform hands-on programming tasks, such as prototyping, feature development, bug fixing, testing across multiple browsers/platforms •Advocate for best practices, coding standards, great usability and exceptional quality, with awareness of client needs and priorities •Design and implement mobile applications •Support the entire mobile application lifecycle (concept, design, test, release and support) •Produce fully functional mobile applications writing clean code •Translate exchange specifications and build systems' prototype •Write unit and UI tests to identify malfunctions •Troubleshoot and debug to optimize performance •Design interfaces to improve user experience •Liaise with Product development team to plan new features •Ensure new and legacy applications meet quality standards •Research and suggest new mobile products, applications and protocols •Produce system's manuals and technical documentation •Ensure system features behave according to specifications by conducting unit test, integration test and regression test •Pushing the boundaries of what's possible to create better experiences for our users •Stay up-to-date with new technology trends •Conduct review of literature on well-established strategies for data synchronization in heterogenous data storages •Develop synchronization functionalities for the mobile application
Computer Software Division	Kooha	Project Technical Assistant III	12	1	<p>Web Application Frontend Developer</p> <ul style="list-style-type: none"> •Designing user interaction models, workflows and user interfaces •Collaborating with business analyst and back-end developers to define the user experience •Perform hands-on programming tasks, such as prototyping, feature development, bug fixing, testing across multiple browsers/platforms •Advocate for best practices, coding W3C standards, great usability and exceptional quality, with awareness of client needs and priorities •Design and implement web applications •Translate exchange specifications and build systems' prototype •Following SEO best practices and fixing bugs and testing for usability. •Ensure system features behave according to specifications by conducting unit test, integration test and regression test •Pushing the boundaries of what's possible to create better experiences for our users •Handle minor task tickets which may be specific to software programmer, software tester, or business analyst •Optimizing user experience •Understanding requirements of mobile applications to implement and integrate with web applications •Implementing design for mobile websites and developing responsive interfaces •Proactively collaborate with other team members in delivering software requirements •Produce system's manuals and technical documentation •Stay up-to-date with new technology trends
Computer Software Division	Kooha	Project Administrative Assistant I	10	1	<p>Project Manager</p> <ul style="list-style-type: none"> •Manage the overall operations of the project development team by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures; •Monitor the Workplan, Line-Item budget (LIB), and expected outputs/deliverables of the project; •Develop a detailed project plan and use project management tools to keep track of people and monitor overall progress; •Lead the recruitment of project team members; •Closely coordinate with the Project Leader about the status of the project implementation and issues arising; •Closely coordinate with the funding agency for status reporting; •Coordinate with partner agencies/institutions regarding establishment of partnerships; •Monitoring agreements to ensure guidelines are maintained; •Overseeing the budget of the project; •Create and maintain comprehensive project documentation; •Organize during events and other activities (e.g., exhibits, meetings, workshops/trainings) necessary in the implementation of the project;

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Computer Software Division	ITANONG	Project Technical Specialist I	16	1	<p>"Machine Learning Specialist"</p> <ul style="list-style-type: none"> •Design neural network architectures and program and train deep learning algorithms •Develop Neural Machine Translation models from large corpora •Report to the technical leads of the project •Communicate with the stakeholders about the data engineering required for the training of the AI models •Coordinate with the data engineering team for efficient data processing and AI model development •Coordinate with the software engineering team for model deployment, model performance monitoring, and visualization •Collaborate with program team members to identify gaps and structure problems as well as to propose solutions and strategies to business challenges. •Coordinate with the System Engineering Team for the implementation of the defined machine learning operations system •Identify, implement, and evaluate existing processes and software frameworks monitoring and analyzing model performance through time •Conduct informative talks regarding the developed and established processes and software tools for machine learning model development and model performance monitoring •Write technical documentation about scientific findings during the course of the project implementation •Report to work on time
Computer Software Division	ITANONG	Project Technical Specialist I	16	1	<p>"Machine Learning Specialist"</p> <ul style="list-style-type: none"> •Design neural network architectures and program and train deep learning algorithms •Develop Neural Machine Translation models from large corpora •Report to the technical leads of the project •Communicate with the stakeholders about the data engineering required for the training of the AI models •Coordinate with the data engineering team for efficient data processing and AI model development •Coordinate with the software engineering team for model deployment, model performance monitoring, and visualization •Collaborate with program team members to identify gaps and structure problems as well as to propose solutions and strategies to business challenges. •Coordinate with the System Engineering Team for the implementation of the defined machine learning operations system •Identify, implement, and evaluate existing processes and software frameworks monitoring and analyzing model performance through time •Conduct informative talks regarding the developed and established processes and software tools for machine learning model development and model performance monitoring •Write technical documentation about scientific findings during the course of the project implementation •Report to work on time
Computer Software Division	ITANONG	Project Technical Assistant II	11	1	<p>"API Backend Developer"</p> <ul style="list-style-type: none"> •Install and configure local Django installation for back-end development •Install and configure Anaconda Python package manager for Python back-end development •Implement Django-based Web application back-end functionalities that will integrate with developed front-end solutions •Implement Django-based API application endpoints •Install and configure local installations of NGINX, Unicorn, and PostgreSQL for integration with the back-end source code •Perform unit tests for written back-end source code •Collaborate with business analyst, front-end developer, and API designer in identifying back-end functionalities that need to be implemented •Collaborate with the AI engineers in integrating the developed machine learning models into the API application •Collaborate with the system administrator in deploying the developed Django-based Web application and API application •Develop technical documentation of written back-end source code for the Web application and API application •Participate in regular Scrum stand-up meetings with the system development team to give status updates on assigned software development tasks •Proactively collaborate with other team members in delivering the system requirements

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Computer Software Division	ITANONG	Project Technical Assistant II	11	1	<p>"API Backend Developer"</p> <ul style="list-style-type: none"> •Install and configure local Django installation for back-end development •Install and configure Anaconda Python package manager for Python back-end development •Implement Django-based Web application back-end functionalities that will integrate with developed front-end solutions •Implement Django-based API application endpoints •Install and configure local installations of NGINX, Gunicorn, and PostgreSQL for integration with the back-end source code •Perform unit tests for written back-end source code •Collaborate with business analyst, front-end developer, and API designer in identifying back-end functionalities that need to be implemented •Collaborate with the AI engineers in integrating the developed machine learning models into the API application •Collaborate with the system administrator in deploying the developed Django-based Web application and API application •Develop technical documentation of written back-end source code for the Web application and API application •Participate in regular Scrum stand-up meetings with the system development team to give status updates on assigned software development tasks •Proactively collaborate with other team members in delivering the system requirements
Computer Software Division	ITANONG	Project Technical Assistant II	11	1	<p>"Fullstack Developer"</p> <ul style="list-style-type: none"> •Install and configure local Django installation for back-end development •Install and configure Anaconda Python package manager for Python back-end development •Implement Django-based Web application back-end functionalities that will integrate with developed front-end solutions •Implement Django-based API application endpoints •Install and configure local installations of NGINX, Gunicorn, and PostgreSQL for integration with the back-end source code •Perform unit tests for written back-end source code •Collaborate with business analyst, front-end developer, and API designer in identifying back-end functionalities that need to be implemented •Collaborate with the AI engineers in integrating the developed machine learning models into the API application •Collaborate with the system administrator in deploying the developed Django-based Web application and API application •Develop technical documentation of written back-end source code for the Web application and API application •Participate in regular Scrum stand-up meetings with the system development team to give status updates on assigned software development tasks •Proactively collaborate with other team members in delivering the system requirements •Designing user interaction models, workflows and user interfaces •Collaborating with business analyst and back-end developers to define the user experience •Perform hands-on programming tasks, such as prototyping, feature development, bug fixing, testing across multiple browsers/platforms •Advocate for best practices, coding W3C standards, great usability and exceptional quality, with awareness of client needs and priorities •Design and implement web applications •Translate exchange specifications and build systems' prototype •Produce system's manuals and technical documentation •Ensure system features behave according to specifications by conducting unit test, integration test and regression test

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Computer Software Division	ITANONG	Project Technical Assistant II	11	1	<p>"Fullstack Developer"</p> <ul style="list-style-type: none"> *Install and configure local Django installation for back-end development •Install and configure Anaconda Python package manager for Python back-end development •Implement Django-based Web application back-end functionalities that will integrate with developed front-end solutions •Implement Django-based API application endpoints •Install and configure local installations of NGINX, Gunicorn, and PostgreSQL for integration with the back-end source code •Perform unit tests for written back-end source code •Collaborate with business analyst, front-end developer, and API designer in identifying back-end functionalities that need to be implemented •Collaborate with the AI engineers in integrating the developed machine learning models into the API application •Collaborate with the system administrator in deploying the developed Django-based Web application and API application •Develop technical documentation of written back-end source code for the Web application and API application •Participate in regular Scrum stand-up meetings with the system development team to give status updates on assigned software development tasks •Proactively collaborate with other team members in delivering the system requirements •Designing user interaction models, workflows and user interfaces •Collaborating with business analyst and back-end developers to define the user experience •Perform hands-on programming tasks, such as prototyping, feature development, bug fixing, testing across multiple browsers/platforms •Advocate for best practices, coding W3C standards, great usability and exceptional quality, with awareness of client needs and priorities •Design and implement web applications •Translate exchange specifications and build systems' prototype •Produce system's manuals and technical documentation •Ensure system features behave according to specifications by conducting unit test, integration test and regression test
Computer Software Division	ITANONG	Project Technical Assistant II	11	1	<p>"Web/Mobile Application Quality Assurance"</p> <ul style="list-style-type: none"> •Implement the appliance modules as designed by the system architect and in accordance to the latest version of the system requirements •Coordinate with the web application back-end and mobile application developer for the connection of the appliance to the backend services via developed web interfaces •Coordinate with the supervising officer for details of the implementation of each of the appliance's modules •Coordinate with the software quality assurance for the review and testing of implemented appliance modules •Coordinate with the requirements engineer for clarifications about the system requirements •Adhere to established contributing protocols in the project when submitting implementations to the project's source code repository •Submit status reports as required by the supervising officer •Deployment of developed appliance units into target partner beneficiaries •Proactively collaborate with other team members in delivering software requirements •Participate in events and other activities (e.g., exhibits, meetings, and seminars) needed for the project •Perform other tasks as may be assigned from time to time •Proactively collaborate with other team members in delivering software requirements
Computer Software Division	ITANONG	Project Technical Assistant II	11	1	<p>"Web/Mobile Application Quality Assurance"</p> <ul style="list-style-type: none"> •Implement the appliance modules as designed by the system architect and in accordance to the latest version of the system requirements •Coordinate with the web application back-end and mobile application developer for the connection of the appliance to the backend services via developed web interfaces •Coordinate with the supervising officer for details of the implementation of each of the appliance's modules •Coordinate with the software quality assurance for the review and testing of implemented appliance modules •Coordinate with the requirements engineer for clarifications about the system requirements •Adhere to established contributing protocols in the project when submitting implementations to the project's source code repository •Submit status reports as required by the supervising officer •Deployment of developed appliance units into target partner beneficiaries •Proactively collaborate with other team members in delivering software requirements •Participate in events and other activities (e.g., exhibits, meetings, and seminars) needed for the project •Perform other tasks as may be assigned from time to time •Proactively collaborate with other team members in delivering software requirements

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Computer Software Division	ITANONG	Project Technical Assistant II	11	1	<p>"Business Analyst/ UI/ UX"</p> <ul style="list-style-type: none"> •Elicit requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. •Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying true needs. •Proactively communicate and collaborate with external clients to analyze information needs and functional requirements and deliver the following artifacts as needed: (Functional requirements (Business Requirements Document), iii. Use Cases, Interface designs) •Conduct user experience research to be implemented on the design •Create interactive system prototype using the latest prototyping tool such as Axure, Figma, and Invision Studio. •Successfully engage in multiple initiatives simultaneously •Work independently with users to define concepts and under direction of project managers •Interpret customer business needs and translate them into application and operational requirements. •Interact in a professional manner with diverse groups such as executives, managers, and subject matter experts •Serve as the bridge between the customer community (internal and external customers) and the software development team through which requirements flow •Develop requirements specifications according to standard templates, using natural language. •Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs. •Be the liaison between the business units, technology teams and support teams. •Handle minor task tickets which may be specific to software programmer, software tester, or system administrator •Participate in events and other activities (e.g., exhibits, meetings, and seminars) needed for the project
Computer Software Division	ITANONG	Project Administrative Assistant I	10	1	<p>"Assistant to the Project Manager"</p> <ul style="list-style-type: none"> •Manage the overall operations of the project development team by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures; •Monitor the Workplan, Line-Item budget (LIB), and expected outputs/deliverables of the project; •Develop a detailed project plan and use project management tools to keep track of people and monitor overall progress; •Lead the recruitment of project team members; •Closely coordinate with the Project Leader about the status of the project implementation and issues arising; •Closely coordinate with the funding agency for status reporting; •Coordinate with partner agencies/institutions regarding establishment of partnerships; •Monitoring agreements to ensure guidelines are maintained; •Overseeing the budget of the project; •Create and maintain comprehensive project documentation; •Organize during events and other activities (e.g., exhibits, meetings, workshops/trainings) necessary in the implementation of the project;
TOTAL (CSD)				28	
Knowledge Management Divisin	HRIS	Project Administrative Assistant II	11	1	<p>The Project Administrative Assistant II is responsible for writing communication letters, user manuals, briefer, and other project documentations.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1.) Assist the Business Analyst in the conduct of requirements gathering and end user trainings 2.) Write user manuals, letters, minutes of meetings and other project documents 3.) Prepare presentation materials for progress report and project meetings 4.) Coordinate with project stakeholders 5.) Assist in creating project work plan and in monitoring project development 6.) Participate in events and other activities (i.e, exhibits, meetings, seminars) necessary in the implementation of the project 7.) Carry out other tasks as may be required by the Project

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Knowledge Management Divisin	HRIS	Project Technical Specialist I	16	1	<p>The Business Analyst is responsible for gathering and analyzing customer requirements.</p> <p>Task:</p> <ol style="list-style-type: none"> 1.) Work closely with client for needs assessment and user stories elicitation 2.) Critically analyze, evaluate, and document user stories and translate into detailed documentations (i.e., user stories with acceptance criteria; Software Requirements Specifications) 3.) Prepare mock ups, work flows/ERD and verification sheets and facilitate verification of elicited user stories/system requirements; 4.) Actively participate in Sprint planning/Deep dive, and foster shared understanding of user stories between the client and the development team 5.) Facilitate change request as needed 6.) Prepare validation sheets and conduct User Acceptance Testing to validate Potentially Shippable Product Increment 7.)Conduct orientation and/or user training as needed 8.) Carry out other tasks as may be required by the Project.
Knowledge Management Divisin	HRIS	Project Technical Assistant IV	13	1	<p>The Backend Developer is responsible for codingsoftware application logic.He/She writes web services and APIs that the front-end developers use.</p> <p>Task:</p> <ol style="list-style-type: none"> 1. Take active role in conceptualizing and writing the solution architecture of the ERP System <ul style="list-style-type: none"> • Actively participate in Sprint Planning • Perform programming tasks quickly and effectively • Collaborate with other developers implement application features • Write technical documentation • Participate in technical trainings, workshops and other team events as needed • Carry out other tasks as may be required by the Project.
Knowledge Management Divisin	HRIS	Project Technical Specialist I	16	1	<p>The Backend Developer is responsible for codingsoftware application logic.He/She writes web services and APIs that the front-end developers use.</p> <p>Task:</p> <ol style="list-style-type: none"> 1. Take active role in conceptualizing and writing the solution architecture of the ERP System <ul style="list-style-type: none"> • Actively participate in Sprint Planning • Perform programming tasks quickly and effectively • Collaborate with other developers implement application features • Write technical documentation • Participate in technical trainings, workshops and other team events as needed • Carry out other tasks as may be required by the Project.
Knowledge Management Divisin	HRIS	Project Technical Assistant IV	13	1	<p>The Backend Developer is responsible for codingsoftware application logic.He/She writes web services and APIs that the front-end developers use.</p> <p>Task:</p> <ol style="list-style-type: none"> 1. Take active role in conceptualizing and writing the solution architecture of the ERP System <ul style="list-style-type: none"> • Actively participate in Sprint Planning • Perform programming tasks quickly and effectively • Collaborate with other developers implement application features • Write technical documentation • Participate in technical trainings, workshops and other team events as needed • Carry out other tasks as may be required by the Project.

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Knowledge Management Divisin	HRIS	Project Technical Assistant IV	13	1	<p>The Business Analyst is responsible for gathering and analysing customer requirements.</p> <p>Task:</p> <ul style="list-style-type: none"> • Work closely with client for needs assessment and user stories elicitation; • Critically analyze, evaluate, and document user stories and translate into detailed documentations (i.e., user stories with acceptance criteria; Software Requirements Specifications); • Prepare mock ups, workflows/ERD and verification sheets and facilitate verification of elicited user stories/system requirements; • Actively participate in Sprint planning/Deep dive, and foster shared understanding of user stories between the client and the development team; • Facilitate change request as needed; - Prepare validation sheets and conduct User Acceptance Testing to validate Potentially Shippable Product Increment; • Conduct orientation and/or user training as needed; and • Carry out other tasks as may be required by the Project.
Knowledge Management Divisin	HRIS	Project Technical Assistant VI	15	1	<p>The Business Analyst is responsible for gathering and analysing customer requirements.</p> <p>Task:</p> <ul style="list-style-type: none"> • Work closely with client for needs assessment and user stories elicitation; • Critically analyze, evaluate, and document user stories and translate into detailed documentations (i.e., user stories with acceptance criteria; Software Requirements Specifications); • Prepare mock ups, workflows/ERD and verification sheets and facilitate verification of elicited user stories/system requirements; • Actively participate in Sprint planning/Deep dive, and foster shared understanding of user stories between the client and the development team; • Facilitate change request as needed; - Prepare validation sheets and conduct User Acceptance Testing to validate Potentially Shippable Product Increment; • Conduct orientation and/or user training as needed; and • Carry out other tasks as may be required by the Project.
Knowledge Management Divisin	HRIS	Project Technical Assistant IV	13	1	<p>The main responsibility of this software tester is to design plans for manual testing, and to write and perform test scenarios</p> <p>Task:</p> <ul style="list-style-type: none"> • Study and understand the user stories and acceptance criteria for the HRIS • Conceptualize, design, and develop test plans and test cases for the HRIS • Perform manual testing to ensure that the HRIS works as expected • Prepare necessary test reports. • Work closely with Senior Tester. • Provide support in automation when needed. • Actively participate in sprint planning and after-action reviews • Conduct orientation and/or user training as needed • Participate in events and other activities (e.g., exhibits, meetings, and seminars) necessary in the implementation of the project • Carry out other tasks as may be required by the Project.
Knowledge Management Divisin	KM	Project Administrative Assistant II	11	1	<p>Description: The main function of the KM Assistant position would be to help promote, use, and document organization-wide KM activities, so that the agency's know-how, information and experience is shared inside and (as appropriate) outside the organization with clients, partners, and stakeholders.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1.) Promote KM activities through the organization's operational processes and information systems 2.) Promote collaborative tools to facilitate sharing of ideas and work among internal teams and partners 3.) Help monitor and evaluate the KM activities, including external benchmarking and evaluation programs/opportunities 4.) Help disseminate information about the organization's KM activities to internal and external audiences, including organizing knowledge sharing events, maintaining communications on KM Activities across the organization, participation in orientation and training sessions, and preparation of brochures/presentations 5.) Participate in the continual improvement of the organization through Quality Management System 6.) Provide support to other KM programs, as needed 7.) Assist in the conduct of research, data gathering, and respond to help desk requests, as needed 8.) Provide admin/clerical support to KM programs

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Knowledge Management Divisin	KM	Project Administrative Assistant II	11	1	<p>Description: The main function of the KM Assistant position would be to help promote, use, and document organization-wide KM activities, so that the agency's know-how, information and experience is shared inside and (as appropriate) outside the organization with clients, partners, and stakeholders.</p> <p>Tasks: 1.) Promote KM activities through the organization's operational processes and information systems 2.) Promote collaborative tools to facilitate sharing of ideas and work among internal teams and partners 3.) Help monitor and evaluate the KM activities, including external benchmarking and evaluation programs/opportunities 4.) Help disseminate information about the organization's KM activities to internal and external audiences, including organizing knowledge sharing events, maintaining communications on KM Activities across the organization, participation in orientation and training sessions, and preparation of brochures/presentations 5.) Participate in the continual improvement of the organization through Quality Management System 6.) Provide support to other KM programs, as needed 7.) Assist in the conduct of research, data gathering, and respond to help desk requests, as needed 8.) Provide admin/clerical support to KM programs</p>
Knowledge Management Divisin	MIS	Project Technical Specialist I	16	1	<p>Description: The primary responsibility of the Network Security Specialist is to ensure security of network and software applications</p> <p>Task: 1.) Perform initial incident detection and escalation to Senior Security Administrators 2.) Manage requests provided by product and software development that are related to security monitoring 3.) Research on new technologies related to network and security monitoring 4.) Perform technical support which covers troubleshooting of computer/ laptop, printers, network connection, etc. including setup for video conferences, when necessary 5.) Participate in events and other activities (e.g., exhibits, meetings, and seminars) necessary in the implementation of the Project 6.) Carry out other tasks as may be required</p>
Knowledge Management Divisin	MIS	Project Technical Assistant IV	13	1	<p>Description: The primary responsibility of the Technical Support Specialist is to provide technical support to DOST-ASTI and administer DNS services.</p> <p>Task: 1.) Perform technical support which covers troubleshooting of computer/ laptop, printers, network connection, etc. including setup for video conferences, when necessary 2.) Administer DNS services 3.) Research new technology, and implement it or recommend its implementation 4.) Participate in events and other activities (e.g., exhibits, meetings, and seminars) necessary in the implementation of the Project 5.) Carry out other tasks as may be required by the Project</p>
Knowledge Management Divisin	MIS	Project Technical Specialist I	16	1	<p>Backend Developer: 1.) Take active role in providing support to the ERP System users 2.) Perform programming tasks quickly and effectively 3.) Collaborate with other developers to implement application features 4.) Write technical documentation 5.) Participate in technical trainings, workshops and other team events as needed 6.) Carry out other tasks as may be required</p>
Knowledge Management Divisin	MIS	Project Technical Specialist III	18	1	<p>Backend Developer: 1.) Take active role in providing support to the ERP System users 2.) Perform programming tasks quickly and effectively 3.) Collaborate with other developers to implement application features 4.) Write technical documentation 5.) Participate in technical trainings, workshops and other team events as needed 6.) Carry out other tasks as may be required</p>
TOTAL (KMD)				14	

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Office of the Director	TLO	Project Administrative Assistant VI	15	1	<p>1.) Assist senior staff in all activities (project management, marketing, business development) and document preparation for all technology transfer activities. Specifically, he/she will be asked to gather data on the technologies that are developed by the agency and would be asked to organize the data for technology transfer. He/she may also be asked to attend meetings together with the senior staff, and act as lead/head secretariat in meetings.</p> <p>2) The candidate should be comfortable in science and technical knowledge exposure at the same time he/she should have a very high interest in technical and research writing and marketing. He/she should be also comfortable in speaking and presenting to the public and transacting with government officers, officials, CEOs, lawyers, Directors, and other high profile people.</p> <p>3) Specific duties:</p> <ul style="list-style-type: none"> - Collect, gather and organize data or information that will be used for technology transfer and commercialization. - Assist in internal coordination of the marketing and business development, planning, budget monitoring and output reporting for the TLO unit. - Draft marketing studies, reports and other necessary documents related to market plans and valuation reports in coordination with other TLO staff. - Interview scientists, researchers and other administrative personnel who are involved in technology licensing and commercialization. - Attend meetings, and serve as external affairs officer or ASTI-TLO representative (whenever necessary) within the office or outside the office. - Coordinate with government offices, and ASTI TLO clients from the Industry and academe. - Other related tasks whenever deemed necessary.
Office of the Director	TLO	Project Administrative Assistant VI	15	1	<p>The PAAVI/Financial Management Officer shall be in-charge of the over-all financial management of the TLO unit. Tasks include but are not limited to:</p> <ol style="list-style-type: none"> 1. Prepare and research documents for the valuation of technologies for commercialization 2. Assist on the preparation of financial report, agreements, and documents relevant to distribution and management of royalties or income of the agency on technology transfer 3. Inspect books and review financial documents of licensee applicant during due diligence process 4. Attend and address financial queries of the licensee and the Fairness Opinion Board (FOB) during evaluation 5. Prepare financial related documents of projects/technologies for submission to the FOB 6. Coordinate with the FAD and the Office of the Director in terms of budgetary plan, procurement, and requirements of the unit 7. Create financial projection reports and other relevant documents which are relevant to commercialization or technology transfer 8. Other financial related tasks which may be assigned from time to time
Office of the Director	TLO	Project Technical Assistant IV	13	1	<ol style="list-style-type: none"> 1.) Attend TechCore meetings to take down notes, collect and gather technical data about the project proposals by the different Divisions in ASTI 2.) Facilitate drafting of an invention disclosure and conduct a quality patent/prior art search based on it. 3.) Generate a comprehensive patent/prior art search report 4.) Create a patent/technology map 5.) Coordinate with the Planning Unit in monitoring and maintaining the IP Portfolio of the Agency 6.) Draft responses to Office Actions given by IPOPHIL in relation to the IP applications of the Agency 7.) Communicate effectively with other ASTI employees as part of data gathering in relation to the IP applications of the Agency 8.) Submit IP applications either to the IPOPHIL or National Library (for copyright) 9.) Attend trainings, seminars, workshops that are necessary and/or related to the job function 10.) Perform other tasks as may be assigned/needed by the TLO and/or the Agency
Office of the Director	CORPCOMM	Project Administrative Officer III	18	1	<p>1.) Conceptualization, planning, development, and execution of DOST-ASTI Communications Plan including, but not limited to, the following tasks, duties and responsibilities:</p> <ul style="list-style-type: none"> - Project management - Marketing and promotion (printed and electronic collaterals, social media) - Publications (Annual Report and Newsletter) - Editorial articles (print and electronic) - Oversee website content - Exhibits (will involve travel) - Events - Represent DOST-ASTI in DOST Mediacore - Video editing and production - Photography - Scriptwriting - Copywriting

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Office of the Director	CORPCOMM	Project Administrative Officer III	18	1	1.) Conceptualization, planning, development, and execution of DOST-ASTI Communications Plan including, but not limited to, the following tasks, duties and responsibilities: - Project management - Marketing and promotion (printed and electronic collaterals, social media) - Publications (Annual Report and Newsletter) - Editorial articles (print and electronic) - Oversee website content - Exhibits (will involve travel) - Events - Represent DOST-ASTI in DOST Mediacore - Video editing and production - Photography - Scriptwriting - Copywriting
Office of the Director	CORPCOMM	Project Administrative Assistant VI	15	1	1.) Graphics design and illustration 2.) Video production and editing 3.) Photography
Office of the Director	CORPCOMM	Project Administrative Assistant VI	15	1	1.) Website development and maintenance 2.) Mobile application development
Office of the Director	CORPCOMM	Project Administrative Aide IV	9	1	1.) Graphics design and illustration 2.) Video production and editing 3.) Photography
Office of the Director	PLANNING	Project Administrative Assistant II	11	1	•Assist in the preparation of agency plans; •Participate in project monitoring and evaluation and prepare corresponding reports; •Assist in the finalization of project documents such as project proposal, Memorandum of Agreement, realignment of line-item budget, etc.; •Assist in the coordination and documentation of planning activities; •Provide administrative support in the organization and documentation of Tech Core meetings; •Assist in the coordination with other divisions of ASTI as well as external agencies; •Assist in the preparation of reportorial requirements of oversight agencies; •Prepare internal and external communications •Performs other related duties as maybe assigned from time to time.
TOTAL (OD)				9	
Finance and Administrative Division	FAD	Project Administrative Aide I	4	1	1.) Serve as dedicated driver for the institution 2.) Responsible in the daily cleaning of the assigned vehicle 3.) Responsible in the daily check-up of fuels, oil, tire and other vehicle parts prior every trip 4.) Responsible in monitoring the preventive maintenance schedule of the assigned vehicle

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Finance and Administrative Division	ACCOUNTING	Project Administrative Assistant I	10	1	<ul style="list-style-type: none"> 1.) Prepares working papers for FARs preparation and FR for GIA projects: <ul style="list-style-type: none"> - Statement of Accounts and its attachments, PREGINET MOA, payroll, monthly remittances with attached ORs (BIR, PAG-IBIG, GSIS, PHIC) etc. - Coordinates with PHIC for the issuance of Monthly Official Receipt and other concerns related to the Electronic Premium System - Logging of reports for submission to COA such as Bank Recon statements. JEVs on adjustment and Monthly Reports submitted by Cashier -Alphalist data entry and validation for preparation to online filing (BIR form 1600) - Coordinates with personnel concerned to determine the status of unpaid obligations per Account Title, P.A.P for current, continuing and prior year's budget needed in the preparation of FARs 1 & 1A - Preparation and distribution of tax certificate quarterly of all project staff - Distribution of Certificate of Compensation Payment or Income Tax Withheld (Form 2316) to employees scan and submit copy of form 2316 to BIR - Prepares Certification of loan/premium payment (PHIC, GSIS, HDMF) requested by regular employees - Preparation of PPMP for Accounting Unit - Preparation of NORSAs and NBURSA - Filing of NORSAs, BURSA and Cancelled ORS and BURS form Prior Years. TELCO ORS, Journal Entry Vouchers for PPE Adjustment - Other duties that may be assigned 2.) PPE Inventory Reconciliation (16 units) – Sorting of PPE items from ERP records per classification and its subsidiaries <ul style="list-style-type: none"> - Compares balances against ENGAS record. Retrieves and verifies document to support adjustments - Prepares monthly summary of expenses per GIA project under Trust Funds needed for the year-end closing of expenses to DUE to NGAs and other related accounts - Prepare LBP payment form for BIR remittance (GIA); checks the correctness of BIR returns and tax remittance advice generated thru EFPS - Filing of accounting reports and documents such as DVs (duplicate copy), ORS BURS, Financial Reports, Bank Reon Statement, ICS for PPE reclassification, SOA and its attachments, monthly remittance with ORS - Assigned to route DV's for signature / approval of DCs; received signed DVs returned by Division Assistant - Other duties that may be assigned.
Finance and Administrative Division	ACCOUNTING	Project Administrative Assistant I	10	1	<ul style="list-style-type: none"> 1.) Prepares working papers for FARs preparation and FR for GIA projects: <ul style="list-style-type: none"> - Statement of Accounts and its attachments, PREGINET MOA, payroll, monthly remittances with attached ORs (BIR, PAG-IBIG, GSIS, PHIC) etc. - Coordinates with PHIC for the issuance of Monthly Official Receipt and other concerns related to the Electronic Premium System - Logging of reports for submission to COA such as Bank Recon statements. JEVs on adjustment and Monthly Reports submitted by Cashier -Alphalist data entry and validation for preparation to online filing (BIR form 1600) - Coordinates with personnel concerned to determine the status of unpaid obligations per Account Title, P.A.P for current, continuing and prior year's budget needed in the preparation of FARs 1 & 1A - Preparation and distribution of tax certificate quarterly of all project staff - Distribution of Certificate of Compensation Payment or Income Tax Withheld (Form 2316) to employees scan and submit copy of form 2316 to BIR - Prepares Certification of loan/premium payment (PHIC, GSIS, HDMF) requested by regular employees - Preparation of PPMP for Accounting Unit - Preparation of NORSAs and NBURSA - Filing of NORSAs, BURSA and Cancelled ORS and BURS form Prior Years. TELCO ORS, Journal Entry Vouchers for PPE Adjustment - Other duties that may be assigned 2.) PPE Inventory Reconciliation (16 units) – Sorting of PPE items from ERP records per classification and its subsidiaries <ul style="list-style-type: none"> - Compares balances against ENGAS record. Retrieves and verifies document to support adjustments - Prepares monthly summary of expenses per GIA project under Trust Funds needed for the year-end closing of expenses to DUE to NGAs and other related accounts - Prepare LBP payment form for BIR remittance (GIA); checks the correctness of BIR returns and tax remittance advice generated thru EFPS - Filing of accounting reports and documents such as DVs (duplicate copy), ORS BURS, Financial Reports, Bank Reon Statement, ICS for PPE reclassification, SOA and its attachments, monthly remittance with ORS - Assigned to route DV's for signature / approval of DCs; received signed DVs returned by Division Assistant - Other duties that may be assigned.

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Finance and Administrative Division	ACCOUNTING	Project Administrative Assistant III	12	1	1.) Voucher Preparation (All Funds) 2.) Checking Payroll Summary, DTRs of Project Staff and other supporting documents 3.) Reconciliation and Monitoring of ASTI PLDT Landline Accounts and ASTI Satellite Subscriptions Accounts 4.) Prints and ensure availability of attendance log sheet for Project Staff 5.) Prepares summary of request for refund of various bonds as attachment for DBM request; submit copy of official receipts and letter of request to Budget Unit for BURS preparation 6.) Preparation of supporting documents for NORSa and NBURSA (Suppliers Transactions) 7.) Send email notification to staff with excess cash advance for travel 8.) Other duties may be assigned
Finance and Administrative Division	ACCOUNTING	Project Administrative Assistant IV	13	1	1.) Processing and Monitoring of R & D Project Budgets / LIBs; Preparation of Financial Reports; Maintain related Registries 2.) Upload daily time records of employees from biometrics to ERP. DTR Management / Checking; Payroll Preparation; Withholding tax remittance and summary of employees' compensation income & deductions; Prepare Journal Entry Voucher (JEV) for Disbursement transaction; Submission of financial reports and financial statements; Process regular staff honoraria, checks the completeness of supporting documents and ensure correctness of computation
Finance and Administrative Division	PROPERTY	Project Administrative Aide III	6	1	Assist in the performance of administrative support functions to the Property and Supply Section such as: 1.) Receive and check deliveries from suppliers and coordinate to end user, agency inspector and COA Auditor 2.) Preparation and routing of Inspection and Acceptance Report (IAR) 3.) Preparation and routing of Inventory Custodian Slips (ICS) 4.) Database maintenance for semi-expendable equipment/items 4.) Conduct physical count and tagging of semi-expendable equipment 5.) Preparation Report on Physical Count of Semi-Expendable Equipment 6.) Assist in other related duties that may be assigned
Finance and Administrative Division	PROPERTY	Project Administrative Aide V	8	1	Assist in the performance of administrative support functions to the Property and Supply Section such as: 1.) Prepare Acknowledgement Receipt for Equipment 2.) Manage equipment of ASTI and tagging of property numbers 3.) Assist in the conduct of physical inventory (physical inspection of equipment and validation of accuracy of details) and maintain Summary of Items for Disposal (Sale, Donation and Transfer to Other Agency) 4.) Maintain Summary of Items Returned to Property and Supply Section (working equipment/items) 5.) Coordinate and Assist in Maintenance and Repair of the Equipment, Building and Vehicles 6.) Maintain Files and Filing of Warranty Certificate, Vehicle Trip tickets, GSIS Insurance, PAR and List of Equipment Purchased (DOST Form K) 7.) Process renewal of insurance for ASTI Vehicles, Building and Equipment, and annual LTO registration for ASTI Vehicles 8.) Assist in other related duties that may be assigned
Finance and Administrative Division	PROPERTY	Project Administrative Assistant I	10	1	The staff will be assigned in tasks related to general services: Monitor preventive maintenance conducted by supplier (air conditioning units, generator sets, etc.) Completion of documents for processing of payment related to general services Conduct of Inspection for Building Maintenance Assist in the procurement related to general services (specification details, market study) Handling of overall repairs and maintenance Other tasks that may be assigned
Finance and Administrative Division	PMS	Project Administrative Aide IV	7	1	Performs administrative support to the PMS such as but not limited to: 1.) Coordination with various groups related to PMS documents, letters, purchases and other miscellaneous errands 2.) Liaise in order to: * Follow-up External Providers / Suppliers with pending documentary requirements * Issue NOA, POs, Work Orders, and NTP for signing of External Providers / Suppliers; * Submit procurement reports to GPPB * Submit Agency Procurement Requests and check payments to Procurement Service * Canvass items for procurement * Following up suppliers to sign procurement documents * Filing of procurement / BAC documents 3.) Perform other tasks as may be required

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Finance and Administrative Division	PMS	Project Administrative Aide VI	9	1	1.) Updating of Procurement Management Section procurement monitoring tools (i.e., delivery monitoring tool, purchase request monitoring, etc.) 2.) Sending Request for Quotations to External Provider / Suppliers 3.) Updating / Following up of Bidders' eligibility requirements 4.) Following up of delivery based on terms indicated in DOST-ASTI Purchase Orders (POs) 5.) Scanning and sending of approved POs to External Providers / Suppliers and coordinating receipt 6.) Scanning and sending approved Notice to Proceed (NTP) to External Providers / Suppliers coordinating receipt 7.) Following up of signed PO and NTP from External Providers / Suppliers 8.) Routing of procurement / Bids and Awards Committee (BAC) documents 9.) Filing of procurement / BAC documents 10.) Distribute and collect ISO-related forms (i.e., Customer Satisfaction Survey, Supplier Evaluation Form, etc.) and summary/analysis preparation 11.) Attend BAC meetings and other proceedings 12.) Assist in preparation of attendance sheets and minutes of meetings 13.) Assist in preparation of Supplemental/Updated Annual Procurement Plan 14.) Assist in preparation of Procurement Monitoring Report and other procurement-related reports 15.) Perform other tasks as may be required
Finance and Administrative Division	PMS	Project Administrative Assistant II	11	1	1.) PPMP processing support, PPMP monitoring, Processing and Monitoring of Tech Transfer related projects, Maintains related Registries, NCA, SARO and MYOA request support 2.) Performs administrative support to the PMS such as but not limited to: - Preparation of Bids and Awards Committee (BAC) Resolutions for competitive and alternative modalities of procurement - Preparation of Contract Agreement between ASTI and its External Providers / Suppliers. - Drafting letters or memoranda - Assistance in competitive bidding proceedings, specifically: * Preparation of Philippine Bidding Documents * Facilitation of conferences; and * Preparation of minutes of the meetings - Procurement contract monitoring - Coordination with the Government Procurement Policy Board (GPPB) regarding procurement concerns or queries - Draft replies to Motions for Reconsiderations - Assist in PMR preparation - Assist in preparation of Purchase Orders and Notices to Proceed - Performs other tasks as may be required
Finance and Administrative Division	PMS	Project Administrative Aide VI	9	1	Performs administrative support to the PMS such as but not limited to: 1.) Creating and updating a procurement monitoring tool per division 2.) Abstract preparation via Enterprise Resource System (ERP) or manually 3.) Preparation of Notice of Award (NOA) 4.) Preparation of Post Evaluation Report for competitive bidding 5.) Preparation of Requests for Quotation (RFQ) for alternative modalities of procurement 6.) Posting of RFQ Invitations to Bid, Supplemental Bid Bulletins, and other procurement notices in PMS bulletin board, ASTI website and PhilGEPS 7.) Preparation of Bidding Results Notifications for competitive bidding 8.) Scanning and sending of approved NOA to ASTI External Providers / Suppliers 9.) Scanning and sending of approved NOA to ASTI External Providers / Suppliers 10.) Scanning and sending of approved Single Lowest Calculated Bid Notice to ASTI External Providers / Suppliers 11.) Following up performance bonds, post qualification requirements and warranty bonds for competitive bidding and Negotiated Procurement after Two Failed Biddings 12.) Preparation of Summary of Purchase / Work Orders as attachment to completed procurements for payment 13.) Following up bank accounts of External Providers for payment 14.) Routing of BAC procurement documents 15.) Uploading of External Provider (Supplier) Database for ASTI/PMS reference 16.) Perform other tasks as may be required

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Finance and Administrative Division	BUDGET	Project Administrative Assistant II	11	1	<ul style="list-style-type: none"> 1.) Prepares working papers for FARs preparation and FR for GIA projects: <ul style="list-style-type: none"> - Statement of Accounts and its attachments, PREGINET MOA, payroll, monthly remittances with attached ORs (BIR, PAG-IBIG, GSIS, PHIC) etc. - Coordinates with PHIC for the issuance of Monthly Official Receipt and other concerns related to the Electronic Premium System - Logging of reports for submission to COA such as Bank Recon statements. JEVs on adjustment and Monthly Reports submitted by Cashier -Alphalist data entry and validation for preparation to online filing (BIR form 1600) - Coordinates with personnel concerned to determine the status of unpaid obligations per Account Title, P.A.P for current, continuing and prior year's budget needed in the preparation of FARs 1 & 1A - Preparation and distribution of tax certificate quarterly of all project staff - Distribution of Certificate of Compensation Payment or Income Tax Withheld (Form 2316) to employees scan and submit copy of form 2316 to BIR - Prepares Certification of loan/premium payment (PHIC, GSIS, HDMF) requested by regular employees - Preparation of PPMP for Accounting Unit - Preparation of NORSAs and NBURSA - Filing of NORSAs, BURSA and Cancelled ORS and BURS form Prior Years. TELCO ORS, Journal Entry Vouchers for PPE Adjustment - Other duties that may be assigned 2.) PPE Inventory Reconciliation (16 units) – Sorting of PPE items from ERP records per classification and its subsidiaries - Compares balances against ENGAS record. Retrieves and verifies document to support adjustments - Prepares monthly summary of expenses per GIA project under Trust Funds needed for the year-end closing of expenses to DUE to NGAs and other related accounts - Prepare LBP payment form for BIR remittance (GIA); checks the correctness of BIR returns and tax remittance advice generated thru EFPS - Filing of accounting reports and documents such as DVs (duplicate copy), ORS BURS, Financial Reports, Bank Recon Statement, ICS for PPE reclassification, SOA and its attachments, monthly remittance with ORs - Assigned to route DV's for signature / approval of DCs; received signed DVs returned by Division Assistant - Other duties that may be assigned.
Finance and Administrative Division	BUDGET	Project Administrative Assistant I	10	1	<ul style="list-style-type: none"> 1. PPMP processing support 2. PPMP monitoring 3. Processing and Monitoring of Tech Transfer related projects 4. Maintains related Registries, NCA, SARO and MYOA request support. 5. Provide administrative support to the Budget Section.
Finance and Administrative Division	BUDGET	Project Administrative Assistant IV	13	1	<ul style="list-style-type: none"> 1.) PPMP processing support, PPMP monitoring, Processing and Monitoring of Tech Transfer related projects, Maintains related Registries, NCA, SARO and MYOA request support 2.) Performs administrative support to the PMS such as but not limited to: <ul style="list-style-type: none"> - Preparation of Bids and Awards Committee (BAC) Resolutions for competitive and alternative modalities of procurement - Preparation of Contract Agreement between ASTI and its External Providers / Suppliers. - Drafting letters or memoranda - Assistance in competitive bidding proceedings, specifically: <ul style="list-style-type: none"> * Preparation of Philippine Bidding Documents * Facilitation of conferences; and * Preparation of minutes of the meetings - Procurement contract monitoring - Coordination with the Government Procurement Policy Board (GPPB) regarding procurement concerns or queries - Draft replies to Motions for Reconsiderations - Assist in PMR preparation - Assist in preparation of Purchase Orders and Notices to Proceed - Performs other tasks as may be required

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Finance and Administrative Division	HR	Project Administrative Aide VI	9	1	<ol style="list-style-type: none"> 1. Assist in verification of documents of applicants 2. Routing/distribution of documents 3. In-charge of OJT/Work immersion 4. Issuance of certification <ul style="list-style-type: none"> - COE - Certificate of Engagement - Certificate of No Pending Administrative Case - Service Record - Certificate of Completion 5. Record keeping/filing 6. Prepare and update ISO Masterlist of Records 7. Inventory of HR Supplies 8. PR and PPMP 9. Processing of Reimbursements of HR staff 10. Mo365 Monitoring 11. SSS liaison 12. PagIBIG liaison 13. Ensure timely submission of SALN
Finance and Administrative Division	HR	Project Administrative Assistant III	12	1	<p>Provide administrative support to the division:</p> <ol style="list-style-type: none"> 1.) Drafts rules and regulations for the assigned outsourcing employee on the following: <ul style="list-style-type: none"> - Office hours, Overtime claims, Holidays and work suspension, Deployments and Authorized Travel Assignment, Filing of Pass Slips, Salary, Leave Credits, Separation 2.) Maintain efficient records (scanning and filing) system of Outsourcing documents <ul style="list-style-type: none"> - Overtime claims, Travel Assignment Orders, Employment Contracts, Daily Time Record and log sheets, Exam results, etc. 3.) Ensures that overtime claims of assigned outsourcing employee is allowable 4.) Monitors leave credits of all assigned outsourcing employees 5.) Edits incorrect entries in the Daily Time Records of all assigned outsourcing employees 6.) Ensures timely submission of DTRs and overtime claims to manpower agency 7.) Assists division in the endorsing, scheduling of exam, orientation, and on-boarding of applicants 8.) Contacts applicants to be hired by the divisions 9.) Review and edit Memo and Request for Travel Assignment Orders 10.) Assists divisions in following up for reimbursement/liquidation. 11.) Assists and addresses issues of assigned outsourced personnel, such as but not limited to HMO application, MP2 application, loan application, medical assistance, etc. 12.) Assist in the preparation of reports on Outsourcing (number of filled positions, on-board date of assigned employee) 13.) Monitors resigned employees. Ensures that all assigned outsourcing employees are well-informed of the importance of submission of clearance. 14.) Follow up assigned outsourcing employees re their lacking requirements 15.) Dissemination of announcement to assigned outsourced employees 16.) Close coordination with the departments of the manpower agency for various concerns of assigned outsourced employees 17.) Perform tasks as may be required from time to time
Finance and Administrative Division	HR	Project Administrative Assistant III	12	1	<ul style="list-style-type: none"> • Assist AO V in the establishing RSP and L&D processes of ASTI • Assist AO V in identifying learning interventions for employees, together with the immediate superiors and DCs • Monitors the learning interventions attended by employees • Search and send training opportunities for ASTI employees • Assist AO V in conducting/facilitating in-house trainings • Ensure the submission of IPCRs and PDPs of employees • In-charge of employee engagements of ASTI • Assist AO IV in facilitating and organizing HR events (Kapihan, teambuilding, Halloween, Valentines, Christmas Party, etc) • In-charge of HRIS concerns

2022 DUTIES AND RESPONSIBILITIES

DIVISION	Project/LIB	Position	SALARY GRADE	NO. OF POSITIONS	Duties and Responsibilities
Finance and Administrative Division	CASHIER	Project Administrative Aide VI	9	1	1.) Check vouchers And LDDAP information re: depository bank and account numbers to be forwarded to the Cashier 2.) Put carbon paper, sign here label, check or LDDAP numbers in voucher and bring to the Office of the Director for signature / approval 3.) Sort ACIC, LDDAP copies and check duplicates 4.) Sort duplicate of vouchers for accounting, tax certificates for supplier and file copy 5.) Encoding of Check Disbursement Report 6.) Printing of CDR 7.) Send payslips for regular staff salaries and MC 8.) Send payslips for project staff 9.) Encode index 10.) Filing of vouchers, ACIC and ADCA, payroll, MC 11.) Attach ADCA to payroll vouchers 12.) Stamp paid on all pages / documents in vouchers 13.) Monitor checks with deadlines such as SSS, UP, GSIS, BIR and HDMF 14.) Provide LDDAP copies. Copies of vouchers for suppliers to issue OR 15.) Encode project payrolls to FINDES 16.) Accept incoming calls for FAD 17.) Others tasks that may be assigned
TOTAL (FAD)				19	

**Breakdown of 131 Positions_DOST-ASTI
January - September 2022**

POSITION	SG	NO. OF POSITIONS (A)	NO. OF MONTHS (B)	TOTAL BILL PER MONTH (C)	TOTAL D = A * B * C
Project Technical Specialist IV	19	4	9		-
Project Technical Specialist III	18	1	9		-
Project Administrative Officer III	18	2	9		-
Project Technical Specialist I	16	22	9		-
Project Administrative Officer I	16	2	9		-
Project Administrative Assistant VI	15	8	9		-
Project Technical Assistant VI	15	3	9		-
Project Technical Assistant V	14	3	9		-
Project Administrative Assistant IV	13	3	9		-
Project Technical Assistant IV	13	23	9		-
Project Technical Assistant III	12	8	9		-
Project Administrative Assistant III	12	4	9		-
Project Administrative Assistant II	11	10	9		-
Project Technical Assistant II	11	14	9		-
Project Administrative Assistant I	10	7	9		-
Project Technical Assistant I	10	1	9		-
Project Administrative Aide VI	9	9	9		-
Project Technical Aide VI	9	1	9		-
Project Administrative Aide V	8	3	9		-
Project Administrative Aide IV	7	1	9		-
Project Administrative Aide III	6	1	9		-
Project Administrative Aide I	4	1	9		-
					-
TOTAL		131			-
					-

Annex D

Detailed Computation of Monthly Billing Per Salary Grade
(Monday - Friday/ 5 days a week)

NAME OF BIDDER: _____

	SALARY GRADE	1	2	3	4	5
MONTHLY RATE		12,034.00	12,790.00	13,572.00	14,400.00	15,275.00
A) AMOUNT PAYABLE TO THE EMPLOYEE						
Basic Pay						
Incentive Leave Benefits (5 days) (Basic Pay/22) * 5/12)						
13th Month Pay (Basic / 12 months)						
SUB-TOTAL (A)						
B) AMOUNT PAYABLE TO THE GOVERNMENT						
Pag-IBIG Contribution						
SSS Contribution						
PHIC Premiums						
ECC						
SUB-TOTAL (B)						
TOTAL PAID TO CONTRACTUAL & GOVT.(A+B)						
C) Administrative Cost (Pursuant to existing guidelines issued by DOLE)						
TOTAL						
D) ADD: Value-Added-Tax (Pursuant to existing guidelines issued by BIR)						
TOTAL BILL PER MONTH (A + B + C + D)						

Annex D

Detailed Computation of Monthly Billing Per Salary Grade
(Monday - Friday/ 5 days a week)

NAME OF BIDDER: _____

	SALARY GRADE	6	7	8	9	10
MONTHLY RATE		16,200.00	17,179.00	18,251.00	19,593.00	21,205.00
A) AMOUNT PAYABLE TO THE EMPLOYEE						
Basic Pay						
Incentive Leave Benefits (5 days) (Basic Pay/22) * 5/12)						
13th Month Pay (Basic / 12 months)						
SUB-TOTAL (A)						
B) AMOUNT PAYABLE TO THE GOVERNMENT						
Pag-IBIG Contribution						
SSS Contribution						
PHIC Premiums						
ECC						
SUB-TOTAL (B)						
TOTAL PAID TO CONTRACTUAL & GOVT.(A+B)						
C) Administrative Cost (Pursuant to existing guidelines issued by DOLE)						
TOTAL						
D) ADD: Value-Added-Tax (Pursuant to existing guidelines issued by BIR)						
TOTAL BILL PER MONTH (A + B + C + D)						

Annex D

Detailed Computation of Monthly Billing Per Salary Grade
(Monday - Friday/ 5 days a week)

NAME OF BIDDER: _____

	SALARY GRADE	11	12	13	14	15
MONTHLY RATE		23,877.00	26,052.00	28,276.00	30,799.00	33,575.00
A) AMOUNT PAYABLE TO THE EMPLOYEE						
Basic Pay						
Incentive Leave Benefits (5 days) (Basic Pay/22) * 5/12)						
13th Month Pay (Basic / 12 months)						
SUB-TOTAL (A)						
B) AMOUNT PAYABLE TO THE GOVERNMENT						
Pag-IBIG Contribution						
SSS Contribution						
PHIC Premiums						
ECC						
SUB-TOTAL (B)						
TOTAL PAID TO CONTRACTUAL & GOVT.(A+B)						
C) Administrative Cost (Pursuant to existing guidelines issued by DOLE)						
TOTAL						
D) ADD: Value-Added-Tax (Pursuant to existing guidelines issued by BIR)						
TOTAL BILL PER MONTH (A + B + C + D)						

Annex D

Detailed Computation of Monthly Billing Per Salary Grade
(Monday - Friday/ 5 days a week)

NAME OF BIDDER: _____

	SALARY GRADE	16	17	18	19	20
MONTHLY RATE		36,628.00	39,986.00	43,681.00	48,313.00	54,251.00
A) AMOUNT PAYABLE TO THE EMPLOYEE						
Basic Pay						
Incentive Leave Benefits (5 days) (Basic Pay/22) * 5/12)						
13th Month Pay (Basic / 12 months)						
SUB-TOTAL (A)						
B) AMOUNT PAYABLE TO THE GOVERNMENT						
Pag-IBIG Contribution						
SSS Contribution						
PHIC Premiums						
ECC						
SUB-TOTAL (B)						
TOTAL PAID TO CONTRACTUAL & GOVT.(A+B)						
C) Administrative Cost (Pursuant to existing guidelines issued by DOLE)						
TOTAL						
D) ADD: Value-Added-Tax (Pursuant to existing guidelines issued by BIR)						
TOTAL BILL PER MONTH (A + B + C + D)						

Annex D

Detailed Computation of Monthly Billing Per Salary Grade
(Monday - Friday/ 5 days a week)

NAME OF BIDDER: _____

	SALARY GRADE	21	22	23	24
MONTHLY RATE		60,901.00	68,415.00	76,907.00	86,742.00
A) AMOUNT PAYABLE TO THE EMPLOYEE					
Basic Pay					
Incentive Leave Benefits (5 days) (Basic Pay/22) * 5/12)					
13th Month Pay (Basic / 12 months)					
SUB-TOTAL (A)					
B) AMOUNT PAYABLE TO THE GOVERNMENT					
Pag-IBIG Contribution					
SSS Contribution					
PHIC Premiums					
ECC					
SUB-TOTAL (B)					
TOTAL PAID TO CONTRACTUAL & GOVT.(A+B)					
C) Administrative Cost (Pursuant to existing guidelines issued by DOLE)					
TOTAL					
D) ADD: Value-Added-Tax (Pursuant to existing guidelines issued by BIR)					
	TOTAL BILL PER MONTH (A + B + C + D)				

**DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**

**2022 OUTSOURCING OF MANPOWER COMPLEMENT
TERMS OF REFERENCE**

WORK SCHEDULE

1. The EXTERNAL PROVIDER shall provide and assign to the DOST-ASTI the staff from Monday-Friday and render at least eight (8) hours of work per day or a total of forty (40) hours of work per week or at schedules to be agreed by both parties. Assigned staff must observe the DOST-ASTI's work schedule (sliding flexi, i.e. time in any time between 7:00 am – 9:00 am and time out after eight (8) hours of work, any time between 4:00 pm – 6:00 pm, excluding lunch break).
2. Personnel assigned to the DOST-ASTI must observe its schedule including work suspension as well as regular, special and non-working holidays.
3. The Work Schedule is subject to change at any time when required by the DOST-ASTI and upon written communication with the EXTERNAL PROVIDER.

PERSONNEL MATTERS

1. The DOST-ASTI has the right to screen applicants and choose the personnel to be assigned. The EXTERNAL PROVIDER shall consider hiring the existing contract of service staff of the DOST-ASTI in relation to this contract.
2. The EXTERNAL PROVIDER shall provide a copy of the pre-employment examinations results to the DOST-ASTI and a copy of employment requirements submitted by the assigned employees. These documents should be submitted to the DOST-ASTI on the first day of employee assignment to the Institute.
3. The personnel shall be exclusively assigned by the EXTERNAL PROVIDER to the DOST-ASTI. They are required to observe the DOST-ASTI's Office Rules and Regulations and must conduct themselves in a manner appropriate for a government employee (even if there is no employee-employer relationship) as they are serving as part of the organization.
4. The EXTERNAL PROVIDER is not precluded from implementing its own Office Rules and Regulations governing the employment of staff assigned to the DOST-ASTI, such as but not limited to, attendance and punctuality. It should be noted, however, that the former should notify the latter in writing at least two (2) weeks before any disciplinary action is meted out.
5. The employees to be hired under this contract are monthly-paid employees consistent with the definition of the Department of Labor and Employment as *those who are paid every day of the month, including unworked rest days, special days, and regular holidays (Handbook Workers' Statutory Monetary Benefits, 2019 Edition, Section 1, Minimum Wage, Subsection D)*.
6. The EXTERNAL PROVIDER shall pay the personnel the required salaries and benefits required by law.
7. The EXTERNAL PROVIDER shall provide the DOST-ASTI the list of benefits to be given to the assigned personnel, including those that are company-initiated.
8. The personnel shall undergo performance evaluation by the DOST-ASTI which will serve as basis for his/her continuation of services/assignment to the DOST-ASTI.

9. The DOST-ASTI has the right to request for the relief and immediate replacement of assigned personnel from the DOST-ASTI in case of violation of the rules and regulations as well as internal policies of the DOST-ASTI and of the EXTERNAL PROVIDER, or for any other reasonable cause such as, but not limited to:
 - Serious misconduct or willful disobedience of the assigned personnel of the rules and regulations, as well as internal policies of the Institute;
 - Habitual neglect of duties;
 - Fraud or willful breach of trust by the assigned personnel; and
 - Commission of a crime or offense by the assigned personnel against DOST-ASTI.
10. The DOST-ASTI has the right to request for a reliever to temporarily substitute the assigned personnel to cover unexpected events, such as but not limited to long-term sickness absence, maternity leave, bereavement leave, study leave, among others, of the assigned personnel.
11. The EXTERNAL PROVIDER shall, in behalf of its employees to be assigned to the DOST-ASTI, agree to assign to the DOST-ASTI all intellectual property (IP) rights including but not limited to patents, utility models, industrial designs, trademarks, copyrights and related rights arising and generated from the services its employees will render for the DOST-ASTI in exchange of salary, honorarium, or any remuneration that the employees will be receiving.
12. The EXTERNAL PROVIDER shall ensure that a Deed of Assignment, provided by DOST-ASTI, is signed by each employee assigned to the DOST-ASTI as an annex to their employment contract. It shall provide that, in exchange of the salary received, the employee shall assign all its Intellectual Property rights to DOST-ASTI which are related to their outputs produced during the course of their assignment to the DOST-ASTI. The EXTERNAL PROVIDER shall provide the DOST-ASTI a certified true copy of the signed Deed of Assignment.
13. The EXTERNAL PROVIDER shall require its personnel who will be assigned to the DOST-ASTI to execute all documents, and do all acts as may be deemed necessary by the DOST-ASTI, to give effect to the terms provided under Personnel Matters Section items 10 and 11 of this Terms of Reference. All documents should be submitted to the DOST-ASTI on the first working day of the assigned employee.
14. The personnel must secure clearance for all accountabilities at the end of his/her assignment in the DOST-ASTI. The EXTERNAL PROVIDER must ensure that the assigned personnel shall secure necessary clearances for all accountabilities at the end of his/her assignment in the DOST-ASTI or in case of voluntary resignation or retirement. Failure to submit all the required documents and clearances shall mean withholding of monetary benefits due to the assigned personnel.
15. The EXTERNAL PROVIDER shall guarantee payment of salaries of staff for the first three (3) months of the contract even prior to the release of funds from the DOST-ASTI.
16. In case the DOST-ASTI requires deployment and other activities that require traveling, the EXTERNAL PROVIDER shall process requirements for travel, per advice of the DOST-ASTI. Travel expenses shall be billed separately, the cost of which is exclusive of the contract price.

CONTRACT PRICE

The billable amount under this contract and/or the contract price may be adjusted or updated in consideration of any of the following, **subject to availability of funds**:

- a. Government-mandated increase on the minimum wage, cost of living allowance, SSS, PhilHealth and HDMF (Pag-IBIG) contributions or other similar increase mandated by the appropriate government authority.

In order to implement the adjustment, the EXTERNAL PROVIDER should notify the DOST-ASTI, in writing, about the increase in contributions duly supported by an updated/adjusted monthly billing rate per salary grade. Upon approval of the DOST-ASTI of the updated/adjusted monthly billing rate, the same can be immediately implemented.

- b. Additional work (OT) required by the DOST-ASTI or deductive work (undertime and absences). The total cost of additive work or deductive work shall be based on the unit cost specified in the Contract Price including any approved adjustments during contract implementation. Payment for overtime work may also be charged against the savings generated from undertime and absences of outsourced staff.

The EXTERNAL PROVIDER should ensure that the OT claim is supported by required supporting documents per the internal rules and regulation of the DOST-ASTI on the matter.

- c. Increase in salaries of government employees pursuant to a directive/issuance by the Department of Budget and Management (DBM) which was used as basis in the computation of monthly basic salary rates. In case of salary increase, the unit cost referred to in Contract Price shall accordingly be adjusted to the approved amended salary rates.

To implement the salary adjustment, the DOST-ASTI should notify the EXTERNAL PROVIDER, in writing, about the increase in prescribed basic salary rates of employees. The EXTERNAL PROVIDER should submit an updated/adjusted monthly billing rate per salary grade. Upon approval of the DOST-ASTI of the updated/adjusted monthly billing rate, the same can be immediately implemented.

CONTRACT PERIOD

1. The term of this Contract shall be effective for a period of **nine (9) months from January 2022 to September 2022.**
2. For positions that are required for less than 9 months, the DOST-ASTI shall notify the EXTERNAL PROVIDER, in writing, on the specific start date of said positions.
3. The DOST-ASTI reserves the right to terminate the contract in case the EXTERNAL PROVIDER fails to fulfill any of the obligations set forth in this contract. In case of termination, a thirty (30) day notice shall be made by the DOST-ASTI.

PERFORMANCE SECURITY

The EXTERNAL PROVIDER shall post a Performance Security prior to the signing of Contract, in the form of surety bond callable upon demand issued by a surety or insurance company duly accredited by the Insurance Commission, equivalent to thirty (30%) percent of the annual contract price.

CONFIDENTIALITY

The DOST-ASTI and the EXTERNAL PROVIDER shall hold in strict confidence all information furnished by one to the other and shall not disclose the same to any third party without the prior written consent of the other party to the party providing such confidential information. The DOST-ASTI and the EXTERNAL PROVIDER shall sign a Non-Disclosure agreement to effect this provision. Additionally, the EXTERNAL PROVIDER shall extend such agreement with all employees to be assigned to the DOST-ASTI by

requiring the signing of a similar document. The EXTERNAL PROVIDER shall furnish the DOST-ASTI a copy of such document.

It is hereby further agreed that both parties shall likewise hold on strictest confidence all information relating to this Contract that may be entered into by the parties and shall not disclose to information unless expressly agreed upon in writing by the parties hereto.

OTHER CONDITIONS

1. Any judicial action to enforce any of the terms stated herein shall be instituted and prosecuted in the court of appropriate jurisdiction in Quezon City, Philippines.
2. The EXTERNAL PROVIDER shall guarantee for the loss or damage of the DOST-ASTI's property, unless it has been duly established after investigation that said loss or damage did not result from the act, omission, negligence or fault of the EXTERNAL PROVIDER or any of its employees. Such loss or damage must be reported in writing to the EXTERNAL PROVIDER within five (5) working days from occurrence or discovery thereof. When such loss or damage is caused by force majeure or fortuitous event, the EXTERNAL PROVIDER shall not, in any way, be made responsible.
3. The assigned personnel are the exclusive employees of the EXTERNAL PROVIDER and there exists no employer-employee relationship between them and the DOST-ASTI. As such, claims of any nature, financial or otherwise, by the assigned personnel arising out of and/or in connection with their employment by the EXTERNAL PROVIDER shall be the sole responsibility of the EXTERNAL PROVIDER.
4. The personnel to be assigned must be trained and with adequate experience, physically and mentally fit, courteous and honest, and are provided by the EXTERNAL PROVIDER with identification cards.
5. The cost of coverage of the assigned personnel for SSS, PhilHealth, Pag-IBIG and other benefits due them shall be the sole responsibility of the EXTERNAL PROVIDER.
6. The assigned personnel shall submit to personnel search and spot check by the DOST-ASTI's Security Guards when required and must observe/abide by all security regulations and requirements of the DOST-ASTI.
7. Upon the request of the DOST-ASTI, the EXTERNAL PROVIDER shall relieve any of its assigned personnel with whom the DOST-ASTI has lost trust and confidence, or who was found inefficient, disobedient or disrespectful or for any other valid or justifiable reason.
8. The DOST-ASTI is not answerable or liable whatsoever for any claim of the assigned personnel arising from the performance of their duties and/or in the course of employment with the EXTERNAL PROVIDER, including claims for benefits due to the EXTERNAL PROVIDER personnel.
9. The EXTERNAL PROVIDER shall provide a dedicated contact person who shall be responsible in addressing concerns relative to the implementation of this contract.

AMENDMENT

1. The DOST-ASTI may change the number of positions and position titles, as well as create additional positions, initially identified under this procurement contract PROVIDED that the amendments shall not exceed the approved contract price and that the position titles are based on the Department of Science and Technology Profile of Contract of Service. These changes shall be communicated in writing with the EXTERNAL PROVIDER and shall take effect upon the agreement of both parties.

2. Any other amendment in the terms, conditions, or provisions not stipulated in this document should be covered by a separate agreement as proposed and agreed upon by the DOST-ASTI and EXTERNAL PROVIDER.

SEPARABILITY

Any part, provision, or representation relative to this contract which is prohibited, or which is held to be void or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.