PUBLICATION OF VACANT POSITION
Institutional Contract of Service (Manpower Agency)

POSITION	:	Project Administrative Assistant IV (Junior PM)
SALARY GRADE	:	13
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	DOST-ASTI/ Quezon City
JOB QUALIFICATION	:	
Education	:	Bachelor's degree related to the job, preferably in Developmental Communication, Public Administration, Communication Arts
Experience	:	None required
Training	:	None required
Eligibility	:	None required

RESPONSIBILITIES:
Under general supervision and direction, HE/SHE shall perform the following:

- Serve as a member of the Project Management Team of the AqWaNetIO Project.
- Provide support in project management activities including financial and procurement monitoring.
- Assist in planning project activities and monitoring the project's progress.
- Prepare internal written documents such as project reports, internal memorandum, and other business correspondences.
- Assist in stakeholder engagements and meetings with community partners, including coordination of requirements with partner agencies and institutions.
- Participate in events and other activities (e.g. exhibits, meetings, and seminars) necessary for the implementation of the project. Help manage documentation and filing systems for project records and communications.
- Monitor timelines and deliverables to ensure that project milestones are met on schedule.
- Support data collection and consolidation for performance and evaluation reports.
- Work closely with the Project Leader/Team Leader and Project Manager regarding plans, requirements, concerns, issues, and other matters.
- Perform other related duties as assigned.

APPLICATION:

1. Accomplish the Application Form through this link: DOST-ASTI Application Form AqWaNetIO – Fill out form
2. Interested applicants should submit a letter of intent addressed to ALVIN E. RETAMAR, aqwanet@asti.dost.gov.ph, with a copy furnished to careers@asti.dost.gov.ph. Please use the

Postal Address : DOST-ASTI Bldg., UP Technology Park Complex
C.P. Garcia Avenue, Diliman, Quezon City 1101
Website : www.asti.dost.gov.ph
Tel. Nos : +63 2 8249 8500
+63 2 8426 9755
Email : info@asti.dost.gov.ph

Award Level 1 (2024)
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www.tuv.com ID 9000037408

subject line format: [AqWaNetIO] <position> | LN, FN (e.g., [AqWaNetIO] Project Administrative Assistant IV | Dela Cruz, Juan). Applicants must also submit the following:

:

1. Updated Personal Data Sheet;
2. Diploma and TOR;
3. Certificate/s of employment; and
4. Training certificate/s.

APPLICATION DEADLINE: 02 November 2026

IMPORTANT NOTES:

- Only applications with complete requirements including an accomplished **Application Form (link cited above)** shall be processed.
- Application documents should be in Portable Document Format *(.pdf)* with proper file name.
- Applicants who are interested in applying to various vacancies must submit separate applications for each vacant position.
- Due to the volume of applications received by this Agency, we will be inviting only those who are shortlisted to proceed with the recruitment process.

As an advocate of the Equal Employment Opportunity Principle (EEOP), the DOST-Advanced Science and Technology Institute encourages and welcomes all applicants regardless of age, religion, or political affiliation including persons with a disability, members of indigenous communities, and those from any sexual orientation and gender identities.

DOST-ASTI Privacy Notice: All personal information contained in any document received or transmitted herein shall be used solely for documentation and processing purposes within the DOST-ASTI and shall not be shared with any outside parties, unless with your written consent. We are committed to protect personal data in accordance with R.A. 1073 (Data Privacy Act of 2012). All personal information shall be retained and stored by the DOST-ASTI within a time period in accordance with the National Archives of the Philippines' General Disposition Schedule.

----------***Nothing Follows*****----------**