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

POSITION	:	Project Administrative Assistant I (under FAD-Cashier)
SALARY GRADE	:	10
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	DOST-ASTI/ Quezon City
JOB QUALIFICATION	:	
Education	:	Bachelor's degree related to the job
Experience	:	None required.
Training	:	None required.
Eligibility	:	None required.

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

- To provide administrative and operational support to the Cashier Section in the preparation and processing of bank-related documents;
- Assist in notifying suppliers, creditors, and employees regarding the status of payment releases and fund crediting;
- Facilitate the issuance and release of Certificates of Creditable Tax Withheld (CWT) to suppliers upon receipt of Official Receipts;
- Support the full implementation of the Electronics Modified Disbursement System (eMDS) for payments to suppliers and other creditors;
- Assist in the administration, monitoring, and management of additional trust funds to ensure efficient, accurate and timely financial operations.
- Performs other related duties as assigned.

APPLICATION:

1. Accomplish the Application Form through this link: DOST-ASTI ICOS Application Form (FAD-Cashier) – Fill out form
2. Interested applicants should submit a letter of intent addressed to MAY C. CAYABAN, and send email to careers@asti.dost.gov.ph. Please use the subject line format: [FAD-Cashier <position> | LN, FN (e.g., [FAD-Cashier] Project Administrative Assistant I | 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

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)
TÜVRheinland CERTIFIED
Management System ISO 9001:2015
www.tuv.com ID 9000037408

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*****----------**