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

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| **POSITION** | : | Project Administrative Assistant I (under FAD-Property) |
| **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:

- Monitor and coordinate schedule of deliveries and update status of Purchase Orders / Contracts, discrepancies discovered, and return of defective items;
- Conducts physical receipt of all delivered goods and services and assist in the inspection whether deliveries are complete and in accordance with the specifications;
- Conducts preliminary inspection of items to check for obvious damages, defects, or non-conformity with specifications and coordinate with end-user's and inspector for detailed inspection of the items received;
- Maintains comprehensive record and monitoring of all incoming deliveries and related documents;
- Liaises with the Supply Inventory Management and PPE units for proper turnover of received items;
- Ensures temporary safekeeping of newly received items pending transfer to appropriate storage or inventory;
- Prepare Supplier's Evaluation Sheet;
- Prepares the Property Checklist for the completed attachments to Purchase Orders and submit the same to Accounting Section.
- Prepares and ensures the accuracy of Inspection and Acceptance Report (IAR) for all received items and consolidate all required attachments for the payment processing of Accounting Section;
- Performs other related duties as assigned.

**APPLICATION:**

1. Accomplish the Application Form through this link: DOST-ASTI ICOS Application Form (FAD-Property Section) – Fill out form



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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-Property <position> | LN, FN (e.g., [FAD-Property] 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

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