



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

- POSITION** : Project Technical Assistant IV (Business Analyst)
- SALARY GRADE** : 13
- NO. OF POSITIONS AVAILABLE** : 1
- LOCATION** : ASTI Bldg., UP Technology Park, C.P. Garcia Ave., Diliman, Quezon City
- JOB QUALIFICATION** :
- Education : Bachelor’s degree in any Industrial Engineering, Information Technology, or any related course
- Experience : None required
- Training : None required
- Eligibility : None required
- Other Requirements
- Familiarity with Agile Methodology is a plus;
 - Demonstrates abilities in analytical reasoning and logical problem solving;
 - With high level of motivation, initiative and responsibility;
 - Can work well under pressure and must be willing to work beyond office hours;
 - Must be a team player, adaptable and self-motivated; and
 - Has good verbal and written skills.

RESPONSIBILITIES:

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

- Work closely with client for needs assessment, and use case elicitation;
- Critically analyze, evaluate and document user stories and suggest ways on how these can be best implemented;
- Design and write detailed software requirements (i.e., mockups, verification documents, modification documents, etc.) and other project documents in compliance with ASTI QMS and ISO 9001:2015
- Actively participate in sprint planning, deep dive to foster shared understanding of the requirements within the development team;
- Conduct user acceptance testing, end user training/orientation;
- Participate in stakeholder meetings, exploratory meetings and technology demonstrations, as may be necessary; and
- Carry out other tasks as may be required by the Project.

APPLICATION:

1. Accomplish the Application Form through this link: [DOST-ASTI ICOS Application Form \(SEMI-EX Project\) – Fill out form](#)
2. Interested applicants shall submit a Letter of Intent addressed to **Mr. Paul John M. Serrano**, Chief, Knowledge Management Division through camille@asti.dost.gov.ph, cc: careers@asti.dost.gov.ph. The



email subject line shall follow the format: "DOST-ASTI – Job Application – (Position Title) – LN, FN, MI", attach the following requirements in pdf:

- Updated Personal Data Sheet and Work Experience Sheet;
- Diploma and TOR;
- Certificate/s of employment; and
- Training certificate/s.

APPLICATION DEADLINE: 15 June 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.