PUBLICATION OF VACANT POSITION
(Contract of Service)

POSITION	:	Project Administrative Assistant I
SALARY GRADE	:	10
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	Quezon City
JOB QUALIFICATION	:	
Education	:	Bachelor's/College Degree in Civil/Electrical Engineering or any relevant courses
Experience	:	Not required but with experience is preferred
Training	:	None Required
Eligibility	:	None Required
Other Requirements	:	• Reviews and evaluates building/ground maintenance and facilities implementation • Ensures that all facilities are maintained according to safety and operational standards • Ensures compliance in building maintenance reports • Establish priorities, objectives, and resource management • Demonstrates proactive problem-solving in urgent situations • Must be able to work well with a team, communicate well with the group, be adaptable to circumstances, be self-motivated, teachable, and fast learner • Can work with minimal supervision • Must be willing to work in Quezon City

RESPONSIBILITIES:

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

- Assists in the evaluation / inspection of the Repair and Maintenance (ASTI General Equipment, Building, and Vehicle);
- Assists in the maintenance and repair of general office equipment, HVAC systems, plumbing, and electrical systems;
- Conducts and monitors Preventive Maintenance Service of ASTI, EPDC, and other satellite offices (e.g. air conditioning units, pest control, generator sets, vehicles, building, etc.);
- Prepares, evaluates, and files Request for Repair and Maintenance Form, including assessment of repair details and repair cost limit; initiates AKSYON requests for building-related concerns and other general services;
- Conducts and prepares market study, terms of reference, purchase request, and facilitate over-the-counter purchases related to General Services;
- Prepares the Project Procurement Management Plan (PPMP), including inputs of procurement (including adjustments);
- Prepares the Annual Preventive Maintenance Plan (APMP for General Services requirements;
- Conducts routine checks on the general cleanliness, functionality, and safety of facilities;
- Assist and coordinate with suppliers / other agencies / visitors in conducting ocular visits that pertains to building related concerns;
- Prepare Customer Satisfaction Survey (CSS) Report of Janitor and Security Services;

- Maintains records of maintenance activities, service contracts, and facility-related documents; and
- Initiates draft Memorandum, Letter, Justification, and Certificate of Completion related to General Services.

APPLICATION:

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

2. Interested applicants should submit a letter of intent addressed to **Ms. MAY C. CAYABAN**, Finance and Administrative Division's Division Chief. Applicants must submit their letter to drol@asti.dost.gov.ph, cc: careers@asti.dost.gov.ph along with the following:

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

APPLICATION DEADLINE: 16 January 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.