



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



**PUBLICATION OF VACANT POSITION
(Contract of Service)**

POSITION	:	Project Administrative Assistant I
SALARY GRADE	:	10
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	DOST ASTI Building, UP Technology Park Complex, C.P. Garcia Avenue, Diliman, Quezon City
JOB QUALIFICATION	:	
Education	:	Bachelor's degree related to the job
Experience	:	None Required
Training	:	None Required
Eligibility	:	None Required
Other Requirements	:	<ul style="list-style-type: none">• Knowledgeable in basic project management and administration;• Familiar with government procurement processes;• Knowledge in using business communication tools and techniques;• Has experience using tools like Microsoft Planner or Excel for task tracking and reporting.

RESPONSIBILITIES:

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

- Serve as a member of the Project Management and Administration Team of the Research and Development Division;
- Provide support in project administration activities including travel coordination, financial and procurement monitoring;
- Assist in planning project activities and monitoring the project's progress;
- Prepare written documents such as project reports, articles, press releases, proposals, memoranda, and business correspondence;
- Assist in stakeholder engagements and meetings with community partners, including co-ordination of requirements with partner agencies and institutions;
- Draft and route necessary travel documents essential for the project's deliverables;
- 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;
- Provide assistance and support in the conduct of research and development activities, including but not limited to exploring new systems, enhancing existing processes, and contributing to the implementation and documentation of R&D outputs (if applicable); and
- Perform relevant duties and responsibilities as deemed necessary.

APPLICATION:

1. Accomplish the Application Form through this link: [DOST-ASTI Application Form \(Project RISE\) – Fill out form](#)
2. Interested applicants should submit a letter of intent addressed to **Mr. PETER ANTONIO B. BANZON**, Chief, Research and Development Division. Applicants must submit their letter at rise@asti.dost.gov.ph; cc: careers@asti.dost.gov.ph along with the following with subject line: DOST ASTI – Job Application – LN, FN, MI:
 - Updated Personal Data Sheet and Work Experience Sheet;
 - Diploma and TOR;
 - Certificate/s of employment (if applicable); and
 - Training certificate/s(if applicable).

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.