



PUBLICATION OF VACANT POSITION
(Project-Based)

POSITION	:	Project Administrative Assistant II (ASTI-COS-PMS-1)
SALARY GRADE	:	11
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	DOST ASTI Building, CP Garcia Avenue, Diliman, Quezon City
JOB QUALIFICATION	:	
Education	:	Bachelor's Degree in Legal Management, Accountancy, Journalism, Development Communication or any business related course
Experience	:	None required
Training	:	None required by knowledge in New Government Procurement Act is preferred
Eligibility	:	None required
Other Requirements	:	<ul style="list-style-type: none"> • Excellent oral and written communication skills; • Excellent prioritization and time management skills; • Keen on details; • Maintains productivity and composure during tight deadlines and high volume of work; and • Quick comprehension of processes and applications.

RESPONSIBILITIES:

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

1. Assist in the conduct of competitive bidding mode of procurement pursuant to Republic Act (RA) No. 12009 and its Implementing Rules and Regulations (IRR), such as but not limited to:
 - a. Preparation of Public Bidding Documents for Goods, Consultancy, and Infrastructure projects
 - b. Preparation of Invitations to Bid via agency ERP System
 - c. Preparation of Abstracts as Read
 - d. Preparation of Acknowledgment and Notice of Receipt of Bids
 - e. Assist in the post-qualification process by drafting verification letters, validating submissions of prospective bidders, preparation of post-qualification forms, among others
 - f. Preparation of notice of bidding results
2. Assist in the preparation of documents for other modes of procurement pursuant to RA No. 12009 and its IRR, such as but not limited to:
 - a. Preparation of other Invitations for publication of procurement opportunities
 - b. Checklists of requirements, as applicable
3. Preparation of Bids and Awards Committee (BAC) resolutions
4. Attendance to BAC meetings and preparation of Minutes of Meetings
5. Assist in the preparation of the Procurement Monitoring Report
6. Update other procurement monitoring tools needed for ARTA, ISO, reports to oversight agencies, etc.



7. Actively participate and deliver outputs relevant to the agency's initiatives on the implementation of the Philippine Technology Transfer Act (RA No. 10055), its Implementing Rules and Regulations under AO 001, and the relevant DOST policies on Intellectual Property Management and Technology Transfer, as specified in the amended DOST AO Nos. 016, 017, and 018 (if applicable);
8. Perform other duties as may be required by his/her supervisor

APPLICATION:

1. Accomplish the Application Form through this link: [DOST-ASTI Application Form \(Procurement Management Section\) – Fill out form](#)
2. Interested applicants should submit a letter of intent addressed to Ms. May C. Cayaban, Chief, Finance and Administrative Division. Applicants must submit their letter at kath@asti.dost.gov.ph cc: careers@asti.dost.gov.ph along with the following with subject line: *DOST ASTI – Job Application – Project Administrative Assistant II (ASTI-COS-PMS-1) – Last Name, First Name, Middle Name:*
 - Updated Personal Data Sheet and Work Experience Sheet;
 - Diploma and TOR;
 - Certificate/s of employment; and
 - Training certificate/s.

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.