



**PUBLICATION OF VACANT POSITION**  
**(Project-Based)**

<b>POSITION</b>	:	Project Administrative Assistant II (ASTI-COS-PMS-2)
<b>SALARY GRADE</b>	:	11
<b>NO. OF POSITIONS AVAILABLE</b>	:	1
<b>LOCATION</b>	:	DOST ASTI Building, CP Garcia Avenue, Diliman, Quezon City
<b>JOB QUALIFICATION</b>	:	
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"> <li>• Excellent oral and written communication skills;</li> <li>• Excellent prioritization and time management skills;</li> <li>• Keen on details;</li> <li>• Maintains productivity and composure during tight deadlines and high volume of work; and</li> <li>• Quick comprehension of processes and applications.</li> </ul>

**RESPONSIBILITIES:**

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

1. Draft internal policies on procurement processes vital in the implementation of Republic Act No. 12009 and its Implementing Rules and Regulations
2. Preparation of Notices of Award, Purchase Orders (PO), and Notices to Proceed
3. Assist in the preparation of the following:
  - a. Procurement Monitoring Report (PMR) and Consolidated PMR for Agency Procurement Compliance and Performance Indicator System
  - b. Procurement Savings Report
  - c. ISO surveys, reports, and/or updating of processes and forms, such as but not limited to:
    - Customer Satisfaction Survey
    - Customer Satisfaction Report
    - ISO Enrolled Manuals
  - d. ARTA reports and/or updating of processes
    - Zero Backlog Reports
    - Citizen's Charter
4. Monitor implementation and delivery of procurement contracts by:
  - a. Updating the agency Delivery Monitoring Tool/s shared to end-user/implementing units
  - b. Monitoring and following up deliveries from suppliers through email or phone call
  - c. Coordination with other sections/units on delivery completion, as well as payment of suppliers



- d. Report on non-compliance with contracts to his/her supervisor and end-user/implementing unit concerned
- e. Draft PO or contract cancellation notices, as applicable
- f. Draft other notices related to procurement contract implementation
5. Monitor bonds submitted by prospective/winning bidders for refund by:
  - a. Sending notice/s that a refund, for cash and/or manager's check, can be made after bid validity, and upon delivery and acceptance of goods and services; and
  - b. Preparation of documents necessary for the refund of bid/performance bond/s.
6. 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); and,
7. 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](mailto:kath@asti.dost.gov.ph) cc: [careers@asti.dost.gov.ph](mailto:careers@asti.dost.gov.ph) along with the following with subject line: *DOST ASTI – Job Application – Project Administrative Assistant II (ASTI-COS-PMS-2) – 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.