



PUBLICATION OF VACANT POSITION
(Project-Based)

POSITION	:	Project Administrative Assistant II
SALARY GRADE	:	11
NO. OF POSITIONS AVAILABLE	:	
LOCATION	:	ASTI Bldg., UP Technology Park, C.P. Garcia Ave., Diliman, Quezon City
JOB QUALIFICATION	:	
Education	:	Bachelor's degree in any communication or management related course
Experience	:	None required
Training	:	None required
Eligibility	:	
Other Requirements	:	<ul style="list-style-type: none">• Must be keen to details• Must be a team player, adaptable and self-motivated• With good oral and written communication skills

RESPONSIBILITIES:

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

- Gather, consolidate, and document ICT requirements of the Institute, and submit related report/s required by monitoring agencies
- Perform procurement-related activities ensuring that goods/services are delivered promptly in support of the MIS unit's operations
- Provide administrative assistance in the implementation of software development projects and maintenance including but not limited to coordination with project stakeholders, and writing of user manuals, minutes of meetings, customer satisfaction report and other project documents in compliance to ASTI QMS/ISO 9001:2015;
- Assist in creating project work plan and in monitoring project development, and present reports in progress meetings;
- Provide 1st level support to client/ end users;
- Participate in events and other activities (i.e., exhibits, meetings, seminars) necessary in the implementation of the project; and,
- Carry out other tasks as may be required by the Project.

APPLICATION:

1. Accomplish the Application Form through this link: [DOST-ASTI Application Form \(IT Support\) – Fill out form](#)
2. Interested applicants should 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 along with the following with email subject line: *DOST ASTI: Job Application – Project Administrative Assistant II – LN, FN, MI:*
 - Updated Personal Data 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.