



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

**POSITION** : Project Administrative Assistant V  
**SALARY GRADE** : 14  
**NO. OF POSITIONS AVAILABLE** : 1  
**LOCATION** : DOST-ASTI Bldg., UP Technology Park Complex, C.P. Garcia Avenue, Diliman, Quezon City Philippines 1101

**JOB QUALIFICATION**

Education : Bachelor's Degree in Accountancy, Business Administration, or any Financial Management related course  
Experience : At least one (1) year of relevant experience  
Training : At least four (4) hours of relevant training  
Eligibility : None required  
Other Requirements : N/A

**RESPONSIBILITIES:**

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

- Checks completeness of supporting documents and correctness of computation of processed Disbursement Vouchers (All Funds);
- Manages Grants-in-Aid (GIA) Projects including preparation and submission of Financial Reports (FR) and supporting reports/schedules and documentary checklists, coordination with the Budget Unit and Project Managers, and reconciliation on liquidation and fund transfers with Funding Agencies;
- Reconciliation of Due to NGAs account with FR balances including review of monthly summary of expenses for GIA projects for year-end closing to liability account;
- Preparation of Journal Entry Voucher (JEV) for Disbursement transactions for Trust Fund including updating of payment of recorded payables per Schedule of Accounts Payable; and Prepayment accounts (All Funds) through eNGAS;
- Preparation of FAR No. 6 (on Disbursements) in a quarterly basis and COA-ASTI Aging Forms (Due to NGAs) in semestral basis for review of Accountant;
- Preparation of Order of Payment for Trust receipts;
- Preparation of Certification of Honoraria Received;
- Preparation of Project Procurement Management Plan (PPMP) for Accounting Section;
- To 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; and,
- Perform relevant tasks as may be assigned from time to time.



## APPLICATION REQUIREMENTS:

1. Accomplish the Application Form through this link: [DOST-ASTI Application Form \(Accounting Section\) – 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 [gayc@asti.dost.gov.ph](mailto:gayc@asti.dost.gov.ph) and [carlacamille.bunao@asti.dost.gov.ph](mailto:carlacamille.bunao@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 V – Last Name, First Name, Middle Name*:
  - Updated Personal Data Sheet (Revised 2025) 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 (EEO), 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.