



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



**PUBLICATION OF VACANT POSITION  
(CONTRACT OF SERVICE)**

<b>POSITION</b>	:	Project Administrative Aide VI
<b>SALARY GRADE</b>	:	9
<b>NO. OF POSITIONS AVAILABLE</b>	:	1
<b>LOCATION</b>	:	Diliman, Quezon City
<b>JOB QUALIFICATION</b>	:	
Education	:	Completion of two (2) years of college studies / Senior High School graduate with a relevant vocational/trade course or Technical-Vocational (TVL) skills certification
Experience	:	At least one (1) year of relevant experience
Training	:	At least four (4) hours of relevant experience
Eligibility	:	None required
Other Requirements	:	<ul style="list-style-type: none"><li>• Strong organizational and time-management skills;</li><li>• Document preparation, filing, and record-keeping;</li><li>• Basic knowledge in Microsoft Office (Word, Excel, Outlook, PowerPoint); and</li><li>• Clear written and verbal communication.</li></ul>

**RESPONSIBILITIES:**

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

- Serve as a member of the Solutions and Services Engineering Division's (SSED) Project Management Team;
- Act as an alternative or substitute for the Division Assistant in their absence or when unavailable;
- Support in completing tasks delegated by the Division Assistant and provides assistance to the technical and project management teams within the division as required;
- Send reminders to staff members to ensure that they submit necessary documents and deliverables promptly;
- Participate and provide administrative support during events and other activities (e.g. exhibits, meetings, and seminars) hosted by the project/division;
- Provide administrative assistance, which includes tasks like answering phone calls, managing filing systems, and distributing correspondences;
- Support the Division Assistant in maintaining and managing the record section;
- Prepare travel kits, containing documents needed for travel purposes;
- Coordinate and manage deployment activities;
- Compile and organize travel-related documents required for reimbursement or liquidation processing;
- Facilitate and manage data requests coming from various stakeholders, ensuring efficient processing and coordination among involved parties;
- Maintain a database of all PhilSensors;
- Manage the shipping logistics and arrangements for both PhilSensors and their components;
- 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 other tasks and duties as may be required by the project and the Institute.

## APPLICATION:

1. Accomplish the Application Form through this link: [DOST-ASTI Application Form \(STRIIDER\) – Fill out form](#)
2. Interested applicants should submit a letter of intent addressed to **Mr. Alvin E. Retamar**, Chief, Solutions and Services Engineering Division, through [leyannrose.bayuca@asti.dost.gov.ph](mailto:leyannrose.bayuca@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 – <Position Title> - LN, FN, MI
  - Updated Personal Data Sheet with work experience sheet;
  - Curriculum Vitae;
  - 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.