



PUBLICATION OF VACANT POSITION (Regular)

POSITION	:	Science Research Specialist I
SALARY GRADE	:	13
NO. OF POSITIONS AVAILABLE	:	1
ITEM NUMBERS	:	ASTIB-SRAS1-6-2009
BASIC QUALIFICATION STANDARDS	:	
	Education	: Bachelor's Degree relevant to the job
	Experience	: None Required
	Training	: None Required
	Eligibility	: Career Service (Professional) Second Level Eligibility
PREFERRED QUALIFICATION STANDARDS	:	
	Education	: Preferably Civil or Electrical Engineering Graduate
	Experience	: None Required
	Training	: Preferably with Occupational Safety and Health Training (OSH)
		: Functional Competencies:
		<ul style="list-style-type: none">• Building and Ground Management – Level 2• Planning, Organizing, Delivering – Level 2• Service Delivery – Level 2
		Knowledgeable in the following:
		<ul style="list-style-type: none">• Various issues related to the building repair (electrical, water, safety, etc.) must be addressed immediately and regular maintenance is required;• No designated staff to administer the building maintenance concerns;• To ensure a safe work environment;• Aside from building maintenance, the staff will also be assigned to oversee the repair and maintenance of ASTI vehicles; and• The janitorial and security services is also under the supervision of the building administrator.
	Required Competencies	

ADDITIONAL INFORMATION ABOUT THE POSITION:

He/She Shall:

- Develops and implements maintenance plans and schedules for the agency's buildings, infrastructure, and general facilities;
- Identifies maintenance needs, assesses urgency, and prioritizes repair works;

- Monitors and manages the consumption of utilities (electricity and water) and implements measures for energy conservation and efficient utility utilization;
- Oversees minor and major repair works, renovations, and improvement projects for buildings and facilities;
- Coordinates with contractors, technicians, and service providers for maintenance and repair services;
- Ensures quality of work and adherence to agreed specifications and timelines;
- Reviews Candidate Risk Register (CRR) related to general services operations and activities;
- Ensures the safety and security of the building and premises, including fire safety, general upkeep, and compliance with health and safety regulations;
- Coordinates with security personnel and emergency services as needed;
- Act as the Safety and Health Officer, ensure that all building services meet a health and safety requirements and environmental legislation;
- Prepares reports on facilities utilization, maintenance costs, and proposed improvements, manage service contracts for various facilities-related services;
- Supervise the preventive maintenance work program on electrical equipment and repair works on buildings, grounds, and vehicles to ensure that the implementation of the activity is within the contract; and
- Manage petty cash fund for the Building and Facilities Administration.

APPLICATION:

Interested and qualified applicants are requested to send the following application requirements (in pdf) to careers@asti.dost.gov.ph:

1. Accomplish the Application Form through this link: <https://forms.office.com/r/L4VwJGR0fK>
2. Letter of intent addressed to:
FRANZ A. DE LEON, Ph.D.
Director
Advanced Science and Technology Institute
3. Updated Curriculum Vitae or Personal Data Sheet (please use CSC Form 212 Revised 2017 and its attachment for work experience);
4. College Diploma and Transcript of Records;
5. Authenticated certificate of eligibility/license/ratings;
6. Training certificate/s; and
7. Employment certificate/s.
8. Performance rating in the last rating period (if applicable).

APPLICATION DEADLINE: 15 August 2025

Kindly note that only those who have completed the Application Form shall be contacted to the next step.

-----*****Nothing Follows*****-----