



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



PUBLICATION OF VACANT POSITION (Regular)

POSITION	:	Science Research Specialist I
SALARY GRADE	:	13
NO. OF POSITIONS AVAILABLE	:	1
ITEM NUMBERS	:	ASTIB-SRAS1-6-2015
COMPENSATION PACKAGE	:	
Monthly Basic Salary	:	P 36,125.00
Monthly Additional Allowances	:	a. Personal Economic Relief Allowance b. RA 8439 – mandated allowances (Subsistence, Laundry, Hazard Pay)
BASIC QUALIFICATION STANDARDS	:	
Education	:	Bachelor's Degree relevant to the job
Experience	:	None required
Training	:	None required
Eligibility	:	Career Service (Professional) Second Level Eligibility
Required Competencies	:	Core Competencies: <ul style="list-style-type: none">• Delivering Excellent and Professional Services• Exemplifying Integrity• Teamwork• Problem Solving and Decision Making. Functional Competencies: <ul style="list-style-type: none">• Advanced Science and Technology Technical Proficiency/ Field Expertise• Critical Thinking• Risk Management, Security and Information Assurance• Technical Writing• Investigation and Research Skills• Programming and Web Development
Preferred Competencies	:	<ul style="list-style-type: none">• Technical Writing (Advanced): Ability to translate complex technical data into structured reports• Project Management (Intermediate): Proficiency in Agile/Scrum methodologies.• Stakeholder Engagement (Intermediate): Strong communication skills for inter-agency and industry collaboration.

- Research & Analysis (Intermediate): Skill in evaluating emerging technologies and software frameworks.

ADDITIONAL INFORMATION ABOUT THE POSITION:

He/She Shall:

- Conduct in-depth research on emerging software development methodologies, trends, and international technology standards to be integrated into CSD's workflow.
- Act as the primary point of contact for internal and external collaboration, facilitating engagements and managing expectations across diverse technical teams and partners.
- Review, optimize, and implement operational processes within CSD to increase productivity and ensure compliance with agency processes, standards, and protocols.
- Author comprehensive technical reports, review papers, and system documentation; perform quality checks on technical outputs of the division.
- Identify potential project bottlenecks or technical risks and develop mitigation strategies to ensure uninterrupted project flow.

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/jwhp9BY1p0>
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 2025 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).

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

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