



PUBLICATION OF VACANT POSITION
(Project-Based)

POSITION	:	Project Administrative Assistant I
SALARY GRADE	:	10
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	Quezon City
JOB QUALIFICATION	:	
Education	:	Bachelor's/College Degree in Accountancy or any business-related courses
Experience	:	None required but experience is a plus
Training	:	None
Eligibility	:	None
Other Requirements	:	<ul style="list-style-type: none">• Applies procedures and processes to deliver administrative services in Property and Supply Section (PSS)• Prepares standard forms and update monitoring sheet• Understands the necessary information to be recorded• Exhibits keen attention to detail• Complies in the preparation of documentation for acquisition, issuance, transfer or disposal of property• Applies appropriate techniques in the conduct of physical count of serviceable/unserviceable property and equipment• Assist in the conduct of physical inventory of property• Must be able to work well with a team, communicate well with the group, be adaptable to circumstances, be self-motivated, teachable, and fast learner• Can work with minimal supervision• Must be willing to work in Quezon City

RESPONSIBILITIES:

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

- Implements procedures for proper storage, classification, and arrangement of inventoried items (GIA and GAA);
- Organizes and arranges stocks in the storeroom according to proper inventory procedures;
- Prepares and submits the monthly Report of Supplies and Materials Issued to Accounting Section;
- Conducts market study and prepare the Purchase Request for procurement of common-use supplies and equipment based on the ASTI-wide requirement for the year;
- Assists in conducting physical inventory counts and verifying stock balances;
- Helps in reconciling inventory records with actual physical counts;
- Assists in the preparation of supplies, materials, and equipment for disposal;

- Assists in the activities related to disposal of unserviceable assets and preparation of Inventory and Inspection Report of Unserviceable Property (IIRUP);
- Assists in the inspection of items for the approval of Gate Pass;
- Prepares the Waste Materials Reports (WMR) and facilitates the disposal of waste materials;
- Monitors the validity of warranty bond and prepare the Certificate of Final Acceptance (CFA) upon its expiry; and
- Shall act the document custodian in PSS and maintains the filing system of all records and documents of the PSS, including its documents disposal.

APPLICATION:

1. Accomplish the Application Form through this link: <https://forms.office.com/r/S0hXXGpVLX>
2. Interested applicants should submit a letter of intent addressed to **Ms. MAY C. CAYABAN**, Finance and Administrative Division's Division Chief. Applicants must submit their letter to drol@asti.dost.gov.ph, cc: careers@asti.dost.gov.ph along with the following:
 - 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.

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