



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



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

<b>POSITION</b>	:	Project Administrative Assistant IV (Project Manager)
<b>SALARY GRADE</b>	:	SG 13
<b>NO. OF POSITIONS AVAILABLE</b>	:	1
<b>LOCATION</b>	:	Computer Software Division
<b>JOB QUALIFICATION</b>	:	
Education	:	Bachelor's/College Degree of any IT related course such as Computer Science, Information Technology, Information System, Development Communication Studies, Technology Management, etc.
Experience	:	None Required
Training	:	None Required
Eligibility	:	None Required
Other Requirements	:	<ul style="list-style-type: none"><li>• Strong analytical, organizational, and time management skills, with keen attention to detail.</li><li>• Effective communicator and collaborative team player; adaptable, proactive, and eager to learn.</li><li>• Proficient in both oral and written communication, with good interpersonal skills.</li><li>• Familiarity with project management concepts and tools (e.g., Gantt charts, task tracking software, Kanban &amp; JIRA boards).</li><li>• Comfortable using office productivity tools (e.g., Microsoft Office, Google Workspace, etc.).</li><li>• Knowledge of project workflows such as the Software Development Life Cycle (SDLC) or similar methodologies is an advantage.</li><li>• Ability to manage tasks with minimal supervision and prioritize multiple responsibilities effectively.</li><li>• Demonstrates problem-solving skills and the ability to adapt to changing project requirements.</li><li>• Familiarity with government procurement processes is a plus.</li><li>• Willing to work onsite or report to Quezon City as required.</li></ul>

**RESPONSIBILITIES:**

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

- Assist in planning, monitoring, and updating the project work plan, timeline, and deliverables;
  - Coordinate with the Project Leader, funding agency, and partners for project updates, reporting, and collaboration;
  - Support team recruitment, onboarding, and monitoring of performance and outputs;
  - Track project budget utilization and assist in procurement coordination with the administrative team;
  - Maintain accurate and updated project documentation and prepare regular reports;
  - Help organize and participate in project-related events, meetings, and workshops;
  - Ensure compliance with project agreements and support the implementation of collaborative activities; and,
  - Perform other related tasks as assigned.
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- Report to work on time and maintain a professional work ethic.

Postal Address : DOST-ASTI Bldg., UP Technology Park Complex  
C.P. Garcia Ave., Diliman, Quezon City 1101  
Website : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)

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+63 2 8426 9755  
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ASTI – FM 02-27  
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**APPLICATION:**

1. Accomplish the Application Form through this link: <https://forms.office.com/r/YWLujT6wqL>
2. Interested applicants should submit a letter of intent addressed to Ms. JOANNA G. SYJUCO, Chief, Computer Software Division. Applicants must submit their letter at [vanesa@asti.dost.gov.ph](mailto:vanesa@asti.dost.gov.ph) cc: [careers@asti.dost.gov.ph](mailto:careers@asti.dost.gov.ph) with the subject line DOST ASTI Job Application – Position Title – LN, FN, MI, along with the following:
  - Updated Curriculum Vitae or Personal Data Sheet (please use CSC Form 212 Revised 2017 and its attachment for work experience);
  - College Diploma and Transcript of Records;
  - Training certificate/s(if applicable); and,
  - Employment 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.