PUBLICATION OF VACANT POSITION
(Project-Based)

POSITION	:	Project Technical Assistant IV (Project Information Officer)
SALARY GRADE	:	SG 13
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	Computer Software Division
JOB QUALIFICATION	:	
Education	:	Bachelor's degree or higher in Information Technology, Computer Science, Communications, Public relations, Information Science, or a related field in technical and research writing
Experience	:	None required
Training	:	None required
Eligibility	:	

Other Requirements :

- Must have strong analytical and organizational skills including attention to detail and multi-tasking skills
- Must be keen to details
- Must be a team player, communicator, adaptable and self-motivated
- Good communication and interpersonal skills
- Self-motivated and willing to learn.
- Can work with minimal supervision
- Hardworking and has a time management skill
- With good oral and written communication skills
- Must have some knowledge in using office document tools
- Must be agreeable to following office rules and guidelines
- Applicants must be willing to work in Quezon City

RESPONSIBILITIES:

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

- Assist in the Technical Writing and documentation needed in the implementation of the project;
- Maintain and oversee high-quality technical documentation including systems architecture specification and institutional deliverables aligned with the project's deliverables;
- Implement editorial and QA protocols to ensure terminological precision, semantic coherence, and compliance with accessibility and documentation standards;
- Assist in developing and deployment of strategic science communication products – including narratives of impact, data, visualizations, and analytical features – to advance public understanding of the project requirements;
- Work closely with the project leader and act as the project research assistant regarding the plans, requirements, concerns, problems, and other matters;

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- Coordinate with partner agencies/ institutions regarding establishment partnerships;
- Participate in events and other activities (e.g., exhibits, meetings, workshops/ trainings) necessary in the implementation of the project;
- Carry out other tasks as may be required by the project;
- Assist in organizing during events and other activities (e.g., exhibits, meetings, workshops/ trainings) necessary in the implementation of the project;
- Report to work on time.

APPLICATION:

1. Accomplish the Application Form through this link: https://forms.office.com/r/jHfUEqGKBm
   Interested applicants should submit a letter of intent addressed to Ms. JOANNA G. SYJUCO, Computer Software Division, Division Chief. Applicants must submit their letter at elmer@asti.dost.gov.ph cc vanesa@asti.dost.gov.ph , hr@asti.dost.gov.ph along with the following:

   1. Updated Personal Data Sheet & Work Experience Sheet;
   2. Updated Curriculum Vitae;
   3. Diploma and TOR;
   4. Certificate/s of employment; and
   5. Training certificate/s.

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

APPLICATION DEADLINE: 22 July 2025

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.

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