Republic of the Philippines
Department of Science and Technology
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE

PUBLICATION OF VACANT POSITION (Project Staff)

POSITION	:	Project Technical Assistant IV (Project Information Officer)
SALARY GRADE	:	SG 13
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	Computer Software Division
JOB QUALIFICATION	:	N/A
Education	:	Bachelor's degree or higher in Information Technology, Computer Science, Communications, Journalism, 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
- 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;
- Report to work on time.

APPLICATION:

Interested applicants should submit a **letter of intent** addressed to **Ms. JOANNA G. SYJUCO**, Computer Software Division's Division Chief. Applicants must submit their letter at elmer**@asti.dost.gov.ph** cc: vanessa@asti.dost.gov.ph and careers@asti.dost.gov.ph long with the following:

APPLICATION FORM: https://forms.office.com/r/jHfUEgGKBm

ASTI Bldg., U.P. Technology Park Complex, C.P. Garcia Ave., Diliman, Quezon City, Philippines 1101
• Website: www.asti.dost.gov.ph • E-mail: info@asti.dost.gov.ph • Tel. No.s: +632 927-2541, +632 927-3502, +632 426-9759, +632 426-9760
• Fax No.: +632 925-8598

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

APPLICATION DEADLINE: 27 June 2025

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