



Republic of the Philippines

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



**PUBLICATION OF VACANT POSITION
(Contract of Service)**

POSITION	:	Project Administrative Assistant IV (Intellectual Property Management Officer)
SALARY GRADE	:	13
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	DOST-ASTI, C.P. Garcia Ave., Quezon City
JOB QUALIFICATION	:	
Education	:	Bachelor's/Master's Degree in Communication related or Engineering related courses
Experience	:	None required
Training	:	None required
Eligibility	:	None required
Other Requirements	:	<ul style="list-style-type: none">• Experience or knowledge in Intellectual Property Management, technical use of Trademark, Patent and Utility Model found in the World Intellectual Property Organization tools is an advantage• Experience in external affairs operations, engineering project management and business development partnerships is preferable• Knowledge in technology transfer and licensing is a plus• Must be able to work in a team• Resourceful and able to multitask• Ability to learn on the go is preferable

RESPONSIBILITIES:

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

- Assist the team in providing technical details for its outputs, take down notes, collect and gather technical data during meetings and marketing activities;
- Coordinate with researchers in terms of licensing inquiries and suggest solutions to the team;
- Assist in technical writing, data gathering for written outputs, and verification of technical information needed by the team;
- Facilitate in drafting of an invention disclosure and conduct a quality patent/prior art search based on data gathered with the suggested recommendations;
- Assist in generating a comprehensive patent/prior art search report and technical recommendations together with the legal consultant or outsourced agency;
- Create a patent/technology map together with the IP officer or supervisor for finished projects;
- Coordinate with the Planning Unit in monitoring and maintaining the IP Portfolio of the Agency;
- Draft responses to Office Actions given by IPOPHIL in relation to the IP applications of the Agency;
- Assist in updating and managing the internal database for IP assets of the agency;

- Assist in submitting IP applications physically or on-line, either to the TAPI or IPOPHIL including drafting of applicable administrative documents;
- Draft TRL reports and recommendations on technical innovation to upgrade TRL;
- Assist the head of the TLO in legal meetings and coordination with lawyers relevant to IP management;
- Assist in providing technical inputs and recommendations to all TLO related materials, commercialization outputs, manuals, and documents;
- Assist in drafting IP management plan per year based on the current IP assets and planned IP filings;
- Provide overall technical assistance to the team relevant to its functions, administrative duties, and coordination of activities with other teams in ASTI;
- Attend trainings, seminars, workshops that are necessary and/or related to the job function;
- Actively participate and deliver outputs relevant to the agency's initiatives on the implementation of the Philippine Technology Transfer Act (RA No. 10055), its Implementing Rules and Regulations under AO 001, and the relevant DOST policies on Intellectual Property Management and Technology Transfer, as specified in the amended DOST AO Nos. 016, 017, and 018 (if applicable);
- Perform other tasks as may be required by the project and the institute.

APPLICATION:

1. Accomplish the Application Form through this link: [DOST-ASTI Application Form \(TLO\) – Fill out form](#)
2. Interested applicants should submit a letter of intent addressed to **FRANZ A. DE LEON, PhD**, Director IV at ryne@asti.dost.gov.ph, cc: tlo@asti.dost.gov.ph, hezron.gibe@asti.dost.gov.ph, and ca-reers@asti.dost.gov.ph along with the following:
 - Updated Personal Data Sheet;
 - Diploma and TOR;
 - Certificate/s of employment; and
 - Training certificate/s.

APPLICATION DEADLINE: 02 February 2026

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.