PUBLICATION OF VACANT POSITION
Institutional Contract of Service (Manpower Agency)

POSITION	:	Project Technical Assistant VI
SALARY GRADE	:	15
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	DOST-ASTI/ Quezon City
JOB QUALIFICATION	:	
Education	:	Bachelor's Degree in Information Technology, Computer Science, or other relevant ICT programs
Experience	:	One (1) year of relevant experience
Training	:	At least 4 hours relevant training
Eligibility	:	None required
Other Requirements	:	

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

- Setup and configure servers for CDSS project development
- Create and design system architecture based on system requirements
- The system administrator will manage the information and communication system of the project and the staff.
- Coordinate with AI and software development team for smooth AI model integration in the CDSS.
- Coordinate with the project manager for admin needs.
- Co-manage the database management system
- Apply and manage code versioning system using opensource version control systems for the project and perform required system maintenance operations
- Provide timely support to the project team and stakeholders during software development period
- Produce defined documentation such as system administration manual, network layout documentation, and system architecture documentation
- Elicit requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, tasks and workflows analysis
- Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low level information to a general understanding, and distinguish user requests from the underlying needs.
- Interpret customer business needs and translate them into application and operational requirements
- Proactively communicate and collaborate with external clients to analyze information needs and functional requirements and deliver the following artifacts as needed: Software Requirements Specification, Product Backlog, User Stories, Validation Documents, Interface Design

Postal Address : DOST-ASTI Bldg., UP Technology Park Complex
C.P. Garcia Avenue, Diliman, Quezon City 1101
Website : www.asti.dost.gov.ph
Tel. Nos : +63 2 8249 8500
+63 2 8426 9755
Email : info@asti.dost.gov.ph

Award Level 1 (2024)
TÜVRheinland CERTIFIED
Management System ISO 9001:2015
www.tuv.com ID 9000037408

- Understand and review software document (user stories, validation document, test plan, test design, etc.) in preparation for testing
- Develop and document test cases for testing and learn to prioritize testing activities
- Discover, research, and document project bugs and defect
- Inform the software quality assurance lead about what resources will be required for software testing
- Working directly with the programming and design teams to investigate and reproduce complex issues
- Identify, report and document software defects using provided templates
- Co-lead the database management system. Coordinate with the software development team for smooth integration.
- Design neural network architectures and program and train deep learning algorithms
- Coordinate with the data engineering team for efficient data processing and AI model development
- Conducts data engineering tasks such as data preprocessing and postprocessing for the AI model development;
- Help in the research and development deliverables of the project
- Define project data assets to populate data models
- Design data integrations and data quality framework

APPLICATION: DOST-ASTI - ICOS Application Form (Project CHARITY) – Fill out form

1. Accomplish the Application Form through this link:
2. Interested applicants should submit a letter of intent addressed to PETER ANTONIO B. BANZON, Chief Science Research Specialist of Research and Development Division, to eduardojr.piedad@asti.dost.gov.ph, charity@ayuhon.ph & careers@asti.dost.gov.ph Please use the subject line format: [AYUHON-CHARITY] <position> | LN, FN (e.g., [AYUHON-CHARITY] Project Technical Assistant VI | Dela Cruz, Juan). Applicants must also submit the following:

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

APPLICATION DEADLINE: 02 November 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.

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

Bachelor's/College Degree in a related field e.g., Electronics Engineering, Computer Engineering, Computer Science, Information Technology, Information Systems, or equivalent