PUBLICATION OF VACANT POSITION
(Project-Based)

POSITION	:	Project Administrative Assistant IV
SALARY GRADE	:	SG 13
NO. OF POSITIONS AVAILABLE	:	One (1)
LOCATION	:	Computer Software Division
JOB QUALIFICATION	:	
Education	:	Bachelor's degree or higher in Computer Science, Information Technology, or a related field with a solid foundation in systems analysis and the software development lifecycle
Experience	:	None required
Training	:	None required
Eligibility	:	None required
Other Requirements	:	• Familiarity with IT administrative documentation, server asset tracking, and system operational reporting • Knowledgeable of the standard Software Development Lifecycle phases • Basic working knowledge of relational database systems such as PostgreSQL or MySQL • Applied knowledge of setting up and configuring server hardware for testing, staging and production environment of web applications • Familiarity with containerization (Docker) and version control (GitLab/GitHub) is an advantage • Applied knowledge of basic computer networking fundamentals • Must be able to work well with a team, communicate well with the group, adaptable to circumstances, self-motivated, teachable and fast learner • Must be willing to work in Quezon City

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

- Provide administrative and technical coordination for server hardware setup, maintenance, and environment readiness (testing, staging, and production).
- Administer and maintain project deployment systems, code versioning tools (GitLab), and CI/CD workflow documentation.
- Maintain inventory logs, server asset records, and technical documentation for system configurations and network access protocols.

- Monitor and track system performance, server uptime, and environment stability during user acceptance testing (UAT) and deployment phases.
- Coordinate computer and network security compliance checks and maintain incident/task logs for the project team.
- Manage and track resolution of system-related task tickets across infrastructure, testing, and team support functions.
- Provide day-to-day administrative liaison and technical support to project leads and developers to ensure smooth project continuity.

APPLICATION:

1. Accomplish the Application Form through this link: DOST-ASTI Application Form PROPEL (RDD) - ICOS – Fill out form

2. Interested applicants should submit a letter of intent addressed to **Ms. JOANNA G. SYJUCO**, Computer Software Division, Division Chief, elmer@asti.dost.gov.ph, cc: vanesa@asti.dost.gov.ph, alexandra.solidum@asti.dost.gov.ph, and careers@asti.dost.gov.ph along with the following:

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: 19 October 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. 10173 (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*****----------**