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

POSITION	:	Project Technical Assistant IV
SALARY GRADE	:	12
NO. OF POSITIONS AVAILABLE	:	1
LOCATION	:	DOST-ASTI/ Quezon City
JOB QUALIFICATION	:	
Education	:	Bachelor's degree relevant to the job
Experience	:	None required
Training	:	None required
Eligibility	:	None required

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

- Prepare, consolidate, and finalize project reports, documentation, and required submissions.
- Coordinate internal and external communications with project team members, stakeholders, and partner institutions.
- Assist in procurement activities, including canvass/market research, supplier coordination, and preparation of required documents.
- Conduct budget monitoring and assist in tracking expenditures against approved allocations.
- Maintain and organize project records, reports, correspondences, and other documentation.
- Monitor and follow up on project deliverables, schedules, and administrative requirements.
- Facilitate the preparation and logistical arrangements for meetings, activities, and project-related events.
- Ensure compliance with administrative and documentation requirements of the project and the Institute.
- Collaborate with project team members to ensure timely and efficient delivery of outputs.
- Coordinate with the Project Leader and Team Lead for updates and assigned tasks.
- 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 RIVE – Fill out form
2. Interested applicants should submit a letter of intent addressed to PETER ANTONIO B. BANZON, rive@asti.dost.gov.ph, with a copy furnished to careers@asti.dost.gov.ph and yvonnepauline.matira@asti.dost.gov.ph. Please use the subject line format: [RIVE] <position> |

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

LN, FN (e.g., [RIVE] Project Administrative Assistant IV | 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*****----------**