



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

**ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**

OneDOST4U: Solutions and Opportunities for All



**PUBLICATION OF VACANT POSITION  
(INTERN)**

|                                   |                                                                                                                                                                                                                         |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POSITION</b>                   | : Intern                                                                                                                                                                                                                |
| <b>NO. OF POSITIONS AVAILABLE</b> | : 1                                                                                                                                                                                                                     |
| <b>LOCATION</b>                   | : Finance and Administrative Division (Cashier Section)                                                                                                                                                                 |
| <b>PREFERRED EDUCATION</b>        | : Currently working towards in Business Administration Major in Financial Management or any business course related                                                                                                     |
| <b>RESPONSIBLE DUTIES</b>         | <ul style="list-style-type: none"><li>• Routing of documents for signature</li><li>• Filing of Disbursement Vouchers (DVs) and other bank documents</li><li>• Stamp all DVs and their attachments with "PAID"</li></ul> |

**EXPECTED OUTPUT:**

Under general supervision and direction, the interns shall perform the following:

- DVs for submissions to Accounting Section

**APPLICATION:**

1. Accomplish the Application Form through this link: [DOST-ASTI Application Form \(FAD – Intern\) – Fill out form](#)
2. Email Subject Format: ASTI\_(FAD\_CASHIER\_Intern) - (FULL NAME)

Send your CVs to: [careers@asti.dost.gov.ph](mailto:careers@asti.dost.gov.ph)

Deadline of Submission: October 08, 2026

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