



NOTICE OF VACANT PLANTILLA POSITION As of December 15, 2021

Research Information Communication Utilization Division

One (1) Senior Science Research Specialist (Permanent)

Basic Salary : P48,313.00/ month (SG 19)
Plantilla Item No. : PCRHDB-SRSRS-6-1998

Qualification Standard

Education: Bachelor's Degree relevant to the job
Experience: Two (2) years of relevant experience
Training: Eight (8) hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Communication
- Preferably with at least 3 years experience in conceptualizing and implementing communication programs and activities
- Strong planning and organizing skills
- Must have a working knowledge of MS Office Applications (Word, Excel, and PowerPoint)
- Proficient both in oral and written communication

Duties and Responsibilities

1. Leads the Communication Unit
 - Develops plans and strategies that will lead to attaining the corporate objectives;
 - Ensures the implementation of Communication plans and programs;
 - Monitors and reviews the implementation of Communication plans and activities;
 - Conceptualizes, writes, and edits print and online publications such as annual reports, brochures, flyers, and proceedings;
 - Organizes and implements activities including symposia, for a, workshops, press conferences, technology fairs and exhibits to disseminate research results;
 - Supervises the evaluation, facilitates approval and fund releases, and monitors dissemination programs supported under GIA
2. Coordinates and lends expertise to other units of the agency on matters pertaining to his/her area of specialization; and
3. Performs other functions assigned by the Division Chief from time to time.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



DOST-PCHRD encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to signify their interest in writing. DOST-PCHRD complies with the Equal Employment Opportunity Policy (EEOP) and that No person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person.

Attach the following documents to the application letter and send to the address below not later than **December 30, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Accomplished Work Experience Sheet;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records and Diploma
6. Photocopy of training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience; and
8. Application Letter addressed to :

DR. JAIME C. MONTOYA
Executive Director

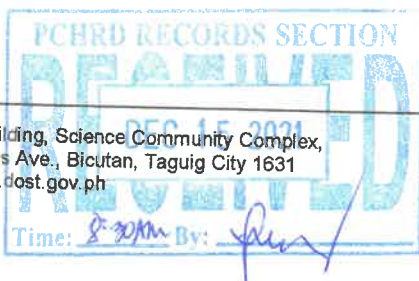
In compliance with the community quarantine now taking effect in different regions of the country due to the pandemic COVID-19, **QUALIFIED APPLICANTS** are advised to send through email their application requirements addressed to:

MS. JESSAMYN BUCLATIN
ACCOUNTANT III
OIC - Human Resource Management Section
Philippine Council for Health Research and Development -DOST
Saliksik Building, General Santos Avenue, Bicutan, Taguig City
Bicutan, Taguig City
pchrd.hrrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

JCS
JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director
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Date Posted: _____



Saliksik Building, Science Community Complex,
Gen. Santos Ave., Bicutan, Taguig City 1631
www.pchrd.dost.gov.ph

Tel. Nos.: (02) 8-837-7534 to 37; (02) 8-837-0031; (02) 8-837-0087;
(02) 8-837-2924; (02) 8-837-2931
Fax. No.: (02) 8-837-2942