



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



NOTICE OF VACANT POSITION As of February 18, 2022

Research Information Communication Utilization Division

One (1) Project Development Officer II (Contract of Service)

Basic Salary : Php 40,290.00 / month

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: One (1) year experience required
Training: Four (4) hours training required
Eligibility: None required

Preferred Qualifications/ Attributes

- Bachelor's degree in Health Sciences or related course;
- Has experience in Project Management;
- Knowledge in health financing and economics
- Has the ability to think logically and understand complex ideas and data;
- Good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint)
- Proficient in both oral

Duties and responsibilities

1. Be conversant with the PhilHealth and social health insurance research agenda; assist in the call for proposals and submission via online Project Management System (PMS);
2. Conduct in-house review of assigned proposals; and prepare well thought of recommendation reports;
3. Coordinate the conduct of external peer review; prepare a good synthesis of the reviewer's comments; and closely liaise with the proponents when revisions are called for;
4. Where project approval is recommended, prepare the documentation for approval at relevant level (Executive Director; Governing Council);
5. Monitor approved projects vis-à-vis the deliverables stipulated in the MOA; prepare required project status reports; and continuously update the project information in the PMS;
6. Provide inputs to periodic accomplishment reports of the PhilHealth STUDIES project;
7. Provide technical assistance in planning and organizing research dissemination events and activities; and



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8. Perform other duties assigned by the Division Chief of Research Information, Communication, and Utilization Division.

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 **March 4, 2022**.

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
recruitment@pchrd.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director

Date Posted: _____