



## NOTICE OF VACANT POSITION As of February 9, 2022

### Research Development Management Division

#### One (1) Science Research Specialist II (Contract of Service) – Tuklas Lunas

**Basic Salary** : Php 43,953.60 / 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 preferably in Pharmacy, Biology, Chemistry and Public Health;
- Has a background in Project Management/Monitoring, Grant Administration, or experience in the pharmaceutical or clinical research industry.
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethic and positive attitude; and
- Must be coachable, a team-player, and can work under pressure with minimum supervision.

#### **Duties and responsibilities**

1. Process assigned proposals in accordance to the PCHRD review mechanism compliant to the GIA guidelines, DOST protocols and instructions, and other related rules and regulations. General activities will include as follows:
  - a. Screening and reviewing of proposals in terms of alignment, duplication, and completeness;
  - b. Facilitating external reviews with identified technical/field experts;
  - c. Preparing applicable documents and materials prior, during, and after the evaluation process;
  - d. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project;
  - e. Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews;
  - f. Presenting project and budget to division chief and/or senior staff, PNHRSGC, and DOST EXECOM for approval; and
  - g. Assisting in the processing of MOA and fund releases.
2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows:
  - a. Developing an M&E plan for each assigned project;



- b. Conducting site and institutional visits as necessary. Preparing site visit reports;
  - c. Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments; and
  - d. Resolving conflicts and issues related to project implementation.
3. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc; and
  4. Perform other duties and functions as assigned by the division chief or immediate head.

### One (1) Project Technical Specialist I (Outsourced) Position – Tuklas Lunas

**Basic Salary** : Php 36,628.00/ 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 preferably in Pharmacy, Biology, Chemistry and Public Health;
- Has a background in Project Management/Monitoring, Grant Administration, or experience in the pharmaceutical or clinical research industry.

#### Duties and responsibilities

1. Process assigned proposals in accordance to the PCHRD review mechanism compliant to the GIA guidelines, DOST protocols and instructions, and other related rules and regulations. General activities will include as follows:
  - a. Screening and reviewing of proposals in terms of alignment, duplication, and completeness;
  - b. Facilitating external reviews with identified technical/field experts;
  - c. Preparing applicable documents and materials prior, during, and after the evaluation process;
  - d. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project;
  - e. Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews;
  - f. Presenting project and budget to division chief and/or senior staff, PNHRs GC, and DOST EXECOM for approval; and
  - g. Assisting in the processing of MOA and fund releases.
2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows:
  - a. Developing an M&E plan for each assigned project;



- b. Conducting site and institutional visits as necessary. Preparing site visit reports;
  - c. Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments; and
  - d. Resolving conflicts and issues related to project implementation.
3. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc; and
  4. Perform other duties and functions as assigned by the division chief or immediate head

### **Research Information, Communication, and Utilization Division**

#### **One (1) Science Research Specialist II (Contract of Service) – PhilHealth**

**Basic Salary** : Php 43,953.60 / 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**

- Post-graduate preferably with Master's Degree or units earned related to Public Health, development economics or related field;
- Bachelor's degree in Public Health, development, economics, or another related field;
- At least three (3) years of relevant experience in Health financing research and policy preferably with previous work with DOH and PhilHealth;
- Demonstrated capacity for evidence generation and analytical work related to health financing policy development and analysis
- Demonstrated ability to conduct presentations, facilitate discussions, and moderate meetings;
- Experience in working with national or local government units, international partners, or other sectoral partners; and
- High proficiency in the English and Filipino language, both verbal and written.

#### **Duties and Responsibilities**

1. Provide technical assistance in priority policies of PhilHealth such as but not limited to: membership, benefits development/complementation, provider payment, contracting, standards and monitoring;



2. Assists in the monitoring of timeline and deliverables and proactively communicates progress and potential challenges to the Senior Manager of the Corporate Planning Department;
3. Assist PhilHealth in executing and documenting activities geared towards implementation of Universal Health Care;
4. Assist in coordinating and analyzing necessary data to facilitate evidence-based policy development;
5. Provide technical support in the research and policy functions of the Corporate Planning Department and other PhilHealth office Sector/Group;
6. Participate in technical engagements with external partners that provide support in research and policy development of the Corporation;
7. Provide necessary assistance to the project components of PhilHealth STUDIES;
8. Attend to the other policy and research tasks assigned by Senior Manager – Corporate Planning Department; and
9. Attend regular meetings in their area of assignment

### **One (1) Project Technical Specialist I (Outsourced) - IPTM**

**Basic Salary** : Php 36,628.00 / 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 any Health-related course;
- Preferably with experience in Project Management and Technology Transfer;
- Has an exceptional communication, interpersonal, and decision-making skills; and
- Knowledgeable in Health information systems and databases.

#### **Duties and Responsibilities**

1. Monitor and evaluate implementation of RICUD-handled projects
2. Monitor and evaluate implementation of IPTM Startup Grant Program and TEKI in Health;
3. Provide technical, administrative and secretariat support to IPTM program activities or projects;
4. Facilitate/Assists in the conduct of IPTM capacity building activities/programs; and
5. Do other duties assigned by IPTM Unit Head



### One (1) Project Technical Assistant IV (Outsourced) - IPTM

**Basic Salary:** Php 28,275.00/month

#### Qualification Standard

**Education:** Bachelor's degree relevant to the job  
**Experience:** None required  
**Training:** None required  
**Eligibility:** None required

#### Preferred Qualifications/ Attributes

- Bachelor's degree in any Health-related course;
- Preferably with experience in Project Management and Technology Transfer;
- Has an exceptional communication, interpersonal, and decision-making skills; and
- Knowledgeable in Health information systems and databases.

#### Duties and Responsibilities

1. Monitor and evaluate implementation of IPTM-handled projects
2. Provide technical, administrative and secretariat support to IPTM program activities or projects;
3. Facilitate/Assist in the conduct of IPTM capacity building activities/programs; and
4. Do other duties assigned by IPTM Unit Head.

### Two (2) Project Technical Assistant VI (Outsourced) - Programmer

**Basic Salary:** P33,575.00/ month

#### Qualification Standard

**Education:** Bachelor's Degree relevant to the job  
**Experience:** None required  
**Training:** None required  
**Eligibility:** None required

#### Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Computer Science or Information Technology;
- Has experience in MySQL programming and PHP;
- With strong work ethic and positive attitude; and
- Must be coachable, team-player and can work with minimum supervision.



## Duties and Responsibilities

### 1. Information Systems Development

- Write, update and maintain computer programs or software packages to handle specific jobs.
- Write, analyze, review and rewrite programs using workflow chart and diagram and applying knowledge of computer capabilities, subject matter and symbolic logic.
- Consult with managerial and technical personnel to clarify program intent, identify problems and suggest changes.
- Perform systems analysis and programming tasks to maintain and control the use of computer systems software.

### 2. Information Systems Documentation

- Compile and write documentation (e.g. manuals and how-to's) of programs developed and subsequent revisions, inserting comments in the coded instructions so others can understand the program.
- Submits reports in a timely manner.

### 3. Information Systems Maintenance and Enhancement

- Define and resolve problems in running computer programs.
- Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced.
- Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.
- Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.

### 4. Other Duties

- Conduct training, seminars, and workshops for software clients.
- Participate in implementing the PM's and WI's.
- Assist in updating and documenting of PM's and WI's.
- Perform other duties as assigned by the Division Chief.

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 **February 23, 2022**.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



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](http://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@pchr.dost.gov.ph](mailto:recruitment@pchr.dost.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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

Date Posted: \_\_\_\_\_

