



## NOTICE OF VACANT POSITION As of January 21, 2021

### Research Development and Management Division

#### One (1) Project Technical Assistant IV (Outsourced) Position

**Basic Salary** : P28, 276.00 / 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 Public Health, Environmental Science, Biology or Environmental Engineering
- 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.

### **Finance and Administrative Division**

#### **One (1) Accountant I (Contractual) Position**

**Basic Salary : P28,652.40**

#### **Qualification Standard**

<b>Education:</b>	Bachelor's degree relevant to the job
<b>Experience:</b>	None required
<b>Training:</b>	None required
<b>Eligibility:</b>	None required

#### **Preferred Qualifications/ Attributes**

- Bachelor's degree preferably in Accountancy or any related course;
- Computer literate; and
- Preferably CPA Board Passer

#### **Duties and responsibilities**

1. Receive disbursement vouchers (DV) funded under General Fund and assigns DV number and records the same in the logbook;
2. Reviews DV for completeness by vouching the propriety of supporting documents, validity of claims and checks mathematical computations of footings and cross footings;
3. Input data of the received DV's in e-NGAS software for Journal Entry Voucher (JEV) preparation;
4. Receives and reviews financial reports and their supporting documents of grants-in aid submitted by project leaders/proponents and scholars and input data in e-NGAS software for JEV preparation;
5. Generates and reconciles monthly Accounts Receivable Subsidiary Balances as follows;
  - a. Due from National Government Agencies (NGAs)
  - b. Due from Non-Government Organizations and Peoples Organizations (NGOs/Pos)
  - c. Other Receivables
6. Prepares Status Report of Accounts Receivable balances for distribution to concerned employees;
7. Prepares demand letters of Accounts Receivable balances on a quarterly basis;
8. Prepares monthly and quarterly Financial Accountability Reports as follows;
  - a. Ageing of Accounts Receivable Balances
9. Assists in gathering documents of COA suspended transactions;



10. Identifies and prioritizes problems in the Accounting Section's work processes that can be resolved;
11. Assesses problems identified and takes corrective and preventive actions to address the Accounting Section's problems;
12. Identifies risk factors related to situation/activity that has impact in his/her area of responsibility and acts accordingly based on Council's policies and procedures; and
13. Performs other duties and functions from time to time assigned by the Chief Accountant and/or Chief Administrative Officer of FAD.

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 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](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  
[pchrd.hrrecruitment@gmail.com](mailto:pchrd.hrrecruitment@gmail.com)



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

Date Posted: 01/26/2022

