



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT POSITION

As of May 10, 2022

Research and Development Management Division

One (1) Science Research Specialist I Position (contract of service)

Basic Salary: P35,758.00/ month (SG 13)

Plantilla Item No.: N/A

Qualification Standard

Education: Bachelor's Degree relevant to the job

Experience: None required

Training: None required

Eligibility: Career Service (Professional) Second Level Eligibility (**Preferably but not required**)

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Food Science / Food Technology / Nutrition or related courses;
- Has training/background in Project Management;
- Familiar with the implementation of R & D projects
- With good decision making and analytical thinking skills;
- With excellent oral and written communication skills;
- With a strong work ethic and positive attitude;
- Must be coachable, a team player, and can work under pressure with minimum supervision; and
- Knowledgeable in computer office applications.

Duties and Responsibilities

1. Process assigned proposals in accordance with the PCHRD review mechanism compliant with 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 to, 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.
 - 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 the project timeline and commitments
 - 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.
 4. Perform other duties and functions as assigned by the division chief or immediate head.

Finance and Administrative Division

One (1) Clerk IV Position (contract of service) - Procurement

Basic Salary: P22,798.00/ month (SG 8)
Plantilla Item No.: N/A

Qualification Standard

Education: Bachelor's Degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional) First Level Eligibility (**Preferably but not required**)

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Business Administration / Office Administration;
- Has training/background in Republic Act No. 9184
- Familiar with the process of procurement
- With good decision making and analytical thinking skills;
- With good oral and written communication skills;
- With a strong work ethic and positive attitude;

- Must be coachable, a team player, and can work under pressure with minimum supervision; and
- Knowledgeable in computer office applications.

Duties and Responsibilities

1. Consolidate/prepare agency Project Procurement Management Plan (PPMP);
2. Assists in the preparation of the agency's Annual Procurement Plan (APP);
3. Assist in preparing and processing all documents related to Procurement;
4. Perform purchasing items when necessary;
5. Prepare reports/communications and other official documents;
6. Prepare, maintain, and review procurement files and reports;
7. Assist in receiving/hauling/stocking of delivered supplies and equipment;
8. Assist in the general functions of his/her section;
9. Assist in facilitation in the repair of office equipment;
10. Perform/assist in the reproduction of official documents;
11. Perform other duties assigned from time to time by the Administrative Officer V (Procurement Section) and Chief Administrative Officer of FAD

One (1) Project Administrative Assistant I Position (Outsourced)

Basic Salary: P22,190.00/ month (SG 10)
Plantilla Item No.: N/A

Qualification Standard

Education: Bachelor's Degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional) First Level Eligibility (**Preferably but not required**)

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Development Communication/Mass Communication/Business course major in Marketing
- Has training/background in customer service, data analysis and ISO 9001:2015
- With good communication and coordination skills, with flexibility in adapting to different people and different situations.
- Can deliver work even under pressure;
- Technically proficient in all MS Office and Google applications;
- Willing to learn other skills related to the position.

Duties and Responsibilities

1. Support the Client Relations Committee (CRC) in ensuring its smooth function.
2. Monitor daily the feedback received through phone calls, SMS, emails, chats or face-to-face.
3. Solicit feedback by sending Customer Feedback Forms to DOST-PCHRD clients.
4. Respond promptly and courteously to client's feedback.

5. Record and manage the feedback received in the CRC database.
6. Record and manage decisions and actions from committee meetings (includes preparation of minutes of the meeting and follow-up decisions and action arising from the meeting).
7. Ensure documents are stored appropriately in accordance with National Archives of the Philippines guidelines on record management and can be retrieved easily for future reference and audit purposes.
8. Assist in the documentation, analysis, and generation of monthly, quarterly, semesterly, and annual Customer Feedback Reports.
9. Assist in the dissemination of relevant information, resolve problems, and escalate issues to top management when required.
10. Assist the committee in monitoring that client's feedback that needs actions were addressed by the concerned division.
11. Assist in the development of reports for submission to the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (otherwise known as AO 25 IATF), Anti-Red Tape Authority (ARTA), and other legal and regulatory agencies.
12. Perform other duties assigned from time to time by the Administrative Officer V (Records Section) and Chief Administrative Officer of FAD

DOST-PCHRD encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those of 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 a disability shall be denied access to opportunities for suitable employment. A qualified employee with a 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 it to the address below not later than **May 20, 2022**.

1. Fully accomplished Personal Data Sheet (PDS) with a 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. MONTOKA
Executive Director III

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:

MR. EARVIN JAMES P. MILANTE
Administrative Officer V
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.

RCI
JAIME C. MONTTOYA, MD, MSc, PhD, CESO II
Executive Director III
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Date Posted: May 10, 2022