



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT POSITIONS **As of July 21, 2022**

Research Information Communication and Utilization Division

I. Three (3) Project Technical Assistant VI – IT (Outsourced)

Basic Salary: 35, 097.00/month (SG 15)

Plantilla Item No.: N/A

Qualification Standard

Education: Bachelor's degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

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

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Computer Science / Information Technology or any related course
- Knowledgeable in PHP Frameworks, MySQL, CSS, Javascript and HTML
- Has the ability to think logically and understand complex ideas and data
- With good interpersonal skill, work attitude, and moral character
- Must be coachable, a team-player, and can work under pressure with minimum supervision

Duties and Responsibilities

1. Information System 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;
 - Submit reports in a timely manner.
3. Information System Maintenance and Enhancement
 - Define and resolve problems in running computer programs;
 - Correct errors by making appropriate changes and checking 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 WIS;
 - Assist in updating and documenting of PMs and WIs;
 - Perform other duties as assigned by the Division Chief.

Institution Development Division

I. One (1) Project Technical Assistant IV – Ethics (Outsourced)

Basic Salary : Php 29,798.00/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

- Graduate of health or any related courses
- Has training/background in Project Management
- Able to think logically and understand complex ideas
- Good organizational, time management, and presentation skills
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint)
- Proficient in both oral and written communication
- With good interpersonal skills, work attitude, and moral character
- Can work with less supervision

Duties and Responsibilities

1. Assist in the conduct of PHREB accreditation (Level III)
 - a. Receives/processes applications for Level 3 accreditation;
 - b. Organizes accreditation visits and assigns/coordinates with accreditors and/or foreign surveyors;
 - c. Prepares documents like accreditation schedule, visit agenda, presentations related to accreditation visits;
 - d. Prepares official communications related to accreditation applications/issues and concerns of RECs and/or CROs; and
 - e. Facilitates updating of status of accreditation applications in the website and Accreditation Portal.
2. Assist in PHREB-CSA/REMB meetings
 - a. Organizes PHREB-CSA quarterly/special meetings and prepares other logistics;
 - b. Prepares agenda, minutes of the meeting, and other documents for the meeting;
 - c. Prepares Special Orders, activity proposals, slide presentations, and other reports for activities of PHREB-CSA and REMBS;
 - d. Answers queries (emails, phone calls, etc.) regarding ethics;
 - e. Prepares/consolidates reports on ethics for the Executive Director, PNHRs, PCHRD, PHREB, etc.;
3. Perform other related functions which may be assigned from time to time by the Supervisor, the Division Chief, etc.

II. One (1) Project Technical Assistant IV – PNHRs (Outsourced)

Basic Salary : Php 29,798.00/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

- Graduate of health or any related courses
- Has training/background in Project Management
- Able to think logically and understand complex ideas
- Good organizational, time management, and presentation skills
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint)
- Proficient in both oral and written communication
- With good interpersonal skills, work attitude, and moral character
- Can work with less supervision

Duties and Responsibilities

1. Performs secretariat functions related to the Philippine National Health Research System (PNHRS) matters/activities;
 - 1.1 Prepares necessary documents (including slide presentations, agenda and liquidation reports);
 - 1.2 Organizes/documents the PNHRS Technical Working committees, Steering Committee and Governing Council.
2. Recommends, initiates and assists implementation of programs/project/activities aligned with/supportive of the PNHRS strategic directions;
3. Process assigned activity/program/project proposals in accordance with 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. Facilitates external review with identified technical/ field experts;
 - b. Prepares applicable documents and materials prior, during, and after the evaluation process;
 - c. Provides recommendations to immediate head upon consolidation of internal and external reviews;
 - d. Presents project and budget to division chief and/or senior staff, PNHRS GC;
 - e. Prepares Memorandum of Agreement and fund releases.
4. Monitors the progress of PNHRS committee activities/programs/projects;
 - a. Develops M&E plan for PNHRS activities/programs/projects;
 - b. Conducts site and institutional visits as necessary; and
 - c. Resolves conflicts and issues related to PNHRS activity/program/project implementation
5. Assists in coordinating other capacity building programs, projects and activities for the PNHRS.
6. Supports positive relationships by responding promptly and professionally to requests for information and addresses the needs and interests of network institutions.
7. Performs other duties and functions as assigned by the division chief or immediate head.

III. One (1) Project Technical Assistant IV – Awards (Outsourced)

Basic Salary : Php 29,798.00/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

- Graduate of health or any related courses
- Has training/background in Project Management
- Able to think logically and understand complex ideas
- Good organizational, time management, and presentation skills
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint)
- Proficient in both oral and written communication
- With good interpersonal skills, work attitude, and moral character
- Can work with less supervision

Duties and Responsibilities

1. Provide technical and administrative assistance in implementing and coordinating the Awards and Incentive Programs;
2. Assist in the dissemination of scholarship, fellowship, and awards and incentives to prospective grantees and institutions interested in health research including COVID-19 researches;
3. Assist in the initial applications review and prepares documents for subsequent actions;
4. Identify committee members who will select the qualifiers and winners for the Awards;
5. Set the date, time and venue and coordinate with the identified committee members for the evaluation meeting;
6. Assist in organizing and coordinating meetings with institutions, scholars/fellows, DOST-SEI, RHRDCs, and other stakeholders;
7. Monitor progress of all grantees and their research initiatives and activities related to response to COVID-19 and other public health emergencies;
8. Maintain database and filing system for all pertinent documents;
9. Undertake timely processing of applications/nominations;
10. Prepare relevant documents including letters, reports, and minutes of the meetings;
11. Prepare all documents needed for the selection of winners; and
12. Performs other duties and functions as assigned by the immediate supervisor/ division chief.

IV. One (1) Science Research Specialist I – IDD (Contract of Service)

Basic Salary : Php 35,758.00/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

- Graduate of health or any related courses
- Has training/background in Project Management
- Able to think logically and understand complex ideas
- Good organizational, time management, and presentation skills
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint)
- Proficient in both oral and written communication
- With good interpersonal skills, work attitude, and moral character
- Can work with less supervision

Duties and Responsibilities

1. Provide technical and administrative assistance in the liquidation of all pending projects under the Human Resource Development (HRD) Section;
2. Provide technical and administrative assistance to the IDD-Planning Section
 - a. Maintenance, updating, amending of existing databases or setting up of new database for planning data/information;
 - b. Regular updating of databases;
 - c. Review and consolidation of data and figures necessary for the division's strategy development, as well as preparation and submission of required reports;
 - d. Attendance to meetings and other related activities.
3. Perform routine administrative, organizational, and operational tasks of the division including logical support to staff;
4. Coordinate and communicate administrative concerns with other divisions and stakeholders including preparation of reports and minutes of meetings;
5. Performs other duties and functions as assigned by the senior staff/ 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 **August 5, 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 (if applicable);
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of certificates of training/seminars attended;

7. Photocopy of Service Record/ Certificate of Work Experience/Certificate of Employment; and
8. Application Letter addressed to :
DR. JAIME C. MONTOYA
Executive Director III

In compliance with the guidelines on the nationwide implementation of alert level system for Covid-19 response and to reduce transmission and contact rates among individuals in the workplace, 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.


ULLYANN C. GARCIA
Officer-in-charge
Office of the Executive Director

Date Posted: July 21, 2022