



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT POSITIONS As of July 01, 2022

Research and Development Management Division

I. Two (2) Science Research Specialist I - OMICS (Contract of Service)

Basic Salary: 35,758/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 Materials Science, Biomedical Engineering, Manufacturing Engineering and Management, Mechanical Engineering, or any related course;
- Has training/background in Project Management;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethic and positive attitude;
- Must be coachable, a team-player, and can work under pressure with minimum supervision;

Duties and Responsibilities

1. Evaluate project proposals and monitor ongoing projects in accordance with the Council's established procedures under its Quality Management System;
2. Evaluate GIA project proposals and monitor on-going projects in accordance with the Council's established procedures under its Quality Management System;
3. Process project proposals submitted/referred to PCHRD following established procedures;
4. Process proposals approved for financial assistance.
5. Prepare technical reports on R and D projects and other health related concerns/ issues required by DBM, Congress and external funding agencies.
6. Coordinate with project proponents/researchers regarding concerns on proposed/on-going projects.



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7. Respond to inquiries by individuals and or project proponents/researchers regarding R and D projects.
8. Provide inputs/updates in the Project Management System (PMS).
9. Provide assistance and or participate in activities organized by PCHRD.
10. Perform other duties and functions assigned by the Division Chief/Senior staff.

Finance and Administrative Division

I. One (1) Accountant I - Accounting Section (Contract of Service)

Basic Salary : Php 35,758/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: Certified Public Accountant

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Accountancy;
- Proficient in eNGAS or any accounting related systems;
- Computer literate; and
- With good time management and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint);
- With good interpersonal skill, work attitude, and moral character;
- Proficient in both oral and written communications;
- Must be coachable, a team-player, and can work under pressure with minimum supervision.

Duties and Responsibilities

1. Receives disbursement vouchers (DVs) funded 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 DVs 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;



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5. Generates and reconciles monthly Accounts Receivable Subsidiary Balances as follows:
 - Due from National Government Agencies (NGAs)
 - Due from Non-Government Organizations and Peoples Organizations (NGOs/POs)
 - 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;
 - Aging 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;
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 **July 15, 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 training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience; and
8. Application Letter addressed to :

DR. JAIME C. MONTOYA
Executive Director III



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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.


PAUL ERNEST N. DE LEON, MDM
Officer-in-charge
Office of the Executive Director

Date Posted: July 1, 2022