



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT PLANTILLA POSITION **As of July 12, 2022**

Research Information Communication and Utilization Division

One (1) Senior Science Research Specialist (Plantilla)

Basic Salary: 49,835.00/month (SG 19)
Plantilla Item No.: PCHRDB-SRSRS-7-1998

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Professional) / Second Level Eligibility
Place of Assignment: Research Information Communication and Utilization Division, PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Health Sciences or other related courses
- Preferably with at least 3 years experience in conceptualizing and implementing Intellectual Property and Technology Management programs and activities
- Strong planning and organizing skills
- With working knowledge of MS Office Applications (Word, Excel and PowerPoint)
- Proficient in both oral and written communication

Duties and Responsibilities

1. Leads the Intellectual Property and Technology Management (IPTM) Unit of the Division;
2. Prepares, implements and coordinates programs and projects within the scope of the IPTM Unit's responsibilities;
3. Evaluate project proposals, facilitate approval, and monitor approved projects;
4. Coordinates and lends expertise to other units of the agency on matters pertaining to his/her area of specialization;
5. Assists the Division Chief in establishing and maintaining linkages with network institutions;
6. Participates in and/or manages PCHRD/RICUD activities e.g., forum/symposium, meetings, trainings, survey, assessment and seminars;
7. Performs other functions assigned by the Division Chief from time to time.

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 26, 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;
4. Photocopy of certificate of eligibility/rating/license;
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.


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

Date Posted: July 12, 2022