



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT PLANTILLA POSITIONS As of July 28, 2022

Finance and Administrative Division

One (1) Chief Administrative Officer

Basic Salary: P88,410.00/ month (SG 24)
Plantilla Item No.: PCHRDB-CADOF-3-2004

Qualification Standard

Education: Master's Degree/Certificate in Leadership and Management from CSC
Experience: 4 years of supervisory/management experience
Training: 40 hours of supervisory/management L&D intervention
Eligibility: Career Service (Professional) Second Level Eligibility
Place of Assignment Finance and Administrative Division, PCHRD Office

Preferred Qualifications/ Attributes

- Master's degree relevant to the field/position;
- Excellent leadership and communication skills;
- Excellent problem-solving abilities;
- Familiar with financial management principles;
- With excellent decision making and analytical thinking skills;
- General knowledge of all relevant sections (HR, Accounting, Budget, Cashier, Procurement, etc.);
- Strong understanding of formal labor and contract laws;
- With strong work ethic and positive attitude.

Duties and Responsibilities

1. Directs and supervises the activities of the Finance and Administrative Division which includes Human Resource, Budget, Accounting, Cash, Property, Records and General Services, and Procurement;
2. Gives technical advice to management on administrative and financial matters;
3. Assists the Executive Director on the formulation and implementation of administrative policies;
4. Assumes responsibility for the discipline and efficiency of the support staff;
5. Attends to external functions related to finance and administrative matters;
6. Undertakes staff development programs of the Council;
7. Approves and signs disbursements within approved ceilings, requisition of supplies and equipment, purchase orders and other matters which are

- financial in character;
8. Supports the Executive Director/ or representative during technical budget hearing conducted in the office of the DBM and before committees of the Congress;
 9. Quality Management Committee Member;
 10. Performs other duties and functions assigned from time to time by the Executive Director.

Research Information Communication and Utilization Division

One (1) Senior Science Research Specialist

Basic Salary: P49,835.00/ month (SG 19)
Plantilla Item No.: PCHRDB-SRSRS-5-1998

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

- Graduate of BS Information Technology / Computer Science and any related courses;
- Preferably with at least 3 years experience in IT and IT-related programs, network management, and information systems management;
- Strong planning and organizing skills;
- With working knowledge of MS Office Applications (Word, Excel, PowerPoint);
- Proficient both in oral and written communication.

Duties and Responsibilities

1. Lead ICT Section

- Prepares and executes ICT plan, revises the same as appropriate to meet changing needs and requirements;
- Initiates and implements improvements in all IT related programs where necessary;
- Serves as focal point person on all IT-related matter;
- Responds/acts on top-management directions;
- Oversees the administration and maintenance of computer stations and software;
- Oversees IT-related asset purchases;
- Manages software licenses.

2. Network Management

- Oversees the LAN administration of the organization;
- Plans and implements additions, deletions and major modifications to the ICT infrastructure;
- Anticipates future network needs, identifies proactive solutions to satisfy user needs;
- Ensures proper functioning of the network;
- Implements and maintains network security;
- Designs and organizes the system network;
- Assigns routing procedures and configurations;
- Maintains various network based servers;
- Oversees IP addresses assignments to the various devices that are connected to the system network;
- Debugs problems that are related to the network;
- Ensures proper connectivity to all the end users;
- Backups and disaster recovery measures.

3. Information Systems Management

- Oversees the development and enhancement of all information systems;
- Ensures client requirements are central to IS development/enhancement;
- Reviews work of development team;
- Evaluates the performance of the team;
- Conduct training, seminars, and workshops for software clients.

4. ISO

- Acts as a process owner of ICT processes;
- Implements processes according to PMs/WIs; revises the same when necessary;
- Updates QMS documents (e.g. PMs and WIs) as needed;
- Submits reports in a timely manner.

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 12, 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:

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 III

Date Posted: July 28, 2022