



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT PLANTILLA POSITIONS As of August 11, 2022

Finance and Administrative Division

I. One (1) Administrative Assistant I (Secretary I)

Basic Salary: 17,899.00/month (SG 7)
Plantilla Item No.: PCHRDB-ADAS1-2-2004

Qualification Standard

Education: Completion of two years studies in college
Experience: None required
Training: None required
Eligibility: Career Service (Subprofessional) / First Level Eligibility
Place of Assignment Finance and Administrative Division, PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Psychology/Business Administration with specialization in Human Resource or any related courses;
- With background in any facets of the Human Resource (Compensation and Benefits, Recruitment Selection and Placement, Learning and Development, Performance Management, Rewards and Recognition, etc.);
- Must be well-versed in MS Office (Word, Excel and PowerPoint) and Google Suite Applications;
- With good oral and written communication skills;
- Knowledgeable in Records and Documents Management;
- Innovative, multi-tasker, ethical and has good interpersonal skills;
- Possesses strong coordination skills and ability to multi-task.

Duties and Responsibilities

1. Assists in preparing payrolls of Plantilla and Non-Plantilla personnel every pay period;
2. Assists in the computation of first salary and last salary of Non-Plantilla employees;
3. Monitors and verifies Daily Time Record (DTR) and official attendance before pay period;



4. Assists in receiving, recording, and processing of incoming and outgoing general communications, memoranda, reports and other documents related to HRM Section;
5. Prepares the certifications and employment-related record requested by Plantilla, Non-Plantilla, and Outsourced personnel;
6. Prepares and updates regularly the 201 file on service records, educational qualifications, eligibility, performance evaluation of employees, and communication/memoranda;
7. Assists the head HRMO in assessing the level of performance of the Council by preparing a summary report on the result of performance evaluation and reviewing the IPCRs/DPCRs (targets and accomplishments) of each division to determine current strengths and areas of development;
8. Assists in the preparation of manpower and status report of Plantilla (warm bodies), Non-Plantilla, and Outsourced employees;
9. Assists in the preparation of HR-related reports according to their deadlines as follows:
 - a) Status of Quality Objectives-every first week of the month
 - 1.1 Performance Management
 - b) Summary of Absences, Tardiness, and Undertime-every after pay-out period of Plantilla and Non-Plantilla
 - c) HR Non-Plantilla requested documents-every first week of the month
 - d) List of separated Non-Plantilla employees-every end of the month
 - e) PCHRD workforce complement-every end of the month
 - f) Summary of violations on the Guidelines of Wearing of Office Uniforms and Identification Card (ID) of the agency based on the PCHRD's Guard's Report- weekly
10. Assists the HRMO in the formulation of Performance Management (PM) programs applicable to the Council by studying global trends and benchmarking best practices from the private and public sector, to recognize outstanding performance and behavior;
11. Identifies and recommends monetary and non-monetary rewards by studying global trends and profile of nominees and awardees, and conducting survey and FGD within the Council, in order to determine employee's motivation to vie for various awards;
12. Assists the head HRMO in selecting nominees and awardees for the Council's reward and recognition programs by coordinating with the Performance Management Team (PMT) and PRAISE Committee, to ensure the nominees and awardees undergo thorough screening and evaluation process based on defined criteria (e.g. performance);
13. Daily checks compliance of PCHRD Plantilla, Non-Plantilla, and Outsourced personnel on wearing of office uniforms and Identification Card (ID);
14. Assists the HRMO in the preparation and conduct of training programs and other similar HR activities and personnel management functions;



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15. Assists in the receiving and releasing of HR-related documents particularly performance management, learning and development, rewards and recognition and other HR documents;
16. Assists in ISO FAD documentation;
17. Assist in facilitating PCHRD and DOST-wide activities;
18. Perform other related duties assigned from time to time by his immediate supervisor and Chief Administrative Officer.

II. One (1) Administrative Aide VI (Clerk III)

Basic Salary: 16,877.00/month (SG 6)
Plantilla Item No.: PCHRDB-ADA6-19-2004

Qualification Standard

Education: Completion of two year of studies in college
Experience: None required
Training: None required
Eligibility: Career Service (Sub-Professional) / First Level Eligibility
Place of Assignment Finance and Administrative Division, PCHRD Office

Preferred Qualifications/ Attributes

- Completion of two-year studies in Business/Office Administration, Computer Science, Management, Social Science, Engineering or any field;
- With at least six (6) months of experience in Property and Supply;
- With working knowledge of MS Office Applications (Word, Excel and PowerPoint);
- Innovative, multi-tasker, ethical and has good interpersonal skills;
- Possesses strong coordination skills and ability to multi-task.

Duties and Responsibilities

1. Assists in the planning for the conduct of Building and Facility Repair and Maintenance Works;
2. Ensure that the Building and Facility Repair and Maintenance Works are promptly and duly completed, and in accordance to the technical specifications and the scope of works;
3. Initiate the purchase of supplies and materials in accordance to the technical specifications and scope of works needed for the repair and maintenance works;



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4. Prepares and issues Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) to establish accountability of properties;
5. Prepares Property Transfer Report for transfer of PPE from one accountable officer, agency, fund cluster to another accountable officer, agency, fund cluster;
6. Facilitate the Physical Inventory and Equipment Tagging of PPEs funded by various projects and/or under the monitoring of PCHRD;
7. Maintains database of List of Equipment Issued to Accountable Officers;
8. Conducts physical count of Property, Plant and Equipment;
9. Assist in the preparation of Report on the Physical Count of Property, Plant and Equipment (RPCPPE);
10. Ensure that PPEs are safeguarded from losses, theft and pilferage; and
11. Perform other related duties as may be assigned by the immediate supervisor.

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 25, 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



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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
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: August 11, 2022