



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT PLANTILLA POSITIONS As of November 4, 2022

Finance and Administrative Division

I. One (1) Administrative Officer V (Cashier III)

Basic Salary: 45,203.00/month (SG 18)
Plantilla Item No.: PCHRDB-ADOF-5-2004

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: Two (2) years of relevant experience
Training: Eight (8) hours of relevant training
Eligibility: Career Service (Professional)/Second Level Eligibility
Place of Assignment Finance and Administrative Division,
PCHR Office

Preferred Qualifications/ Attributes

- Graduate of Bachelor of Science in Accountancy or Business Administration Major in Financial Management, Information Technology or any related course.
- With financial-related work experience;
- With financial-related training;
- Has good oral and written communication skills;
- With good interpersonal skills;
- Has positive work attitudes and initiative;
- Innovative and multi-tasker
- Able to work with minimum supervision.

Duties and Responsibilities

1. Supervises and directs activities relating to collection, deposits and other financial transactions.
2. Prepares LDDAP-ADA and checks for payment.
3. Prepares hard and soft copy of FINDES File for submission to Landbank.



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4. Receives payment and issues Official Receipt to PCHRD clients.
5. Deposits income/collection to Landbank.
6. Acts as custodian for accountable forms such as Official Receipts, Checks and others.
7. Prepares and submit monthly financial reports for submission to Accounting, COA, BTR such as but not limited to the following:
 - Report of Collections and Deposits;
 - Report of Checks Issued;
 - List of Advice of Checks Issued and Cancelled;
 - Report of Accountability for Accountable Forms;
 - Report of Advice to Debit Account Issued.
8. Act as SDO for the Special Activities of PCHRD.
9. ISO Process owner of Preparation LDDAP's and Issuance of Checks.
10. Performs other duties and functions as assigned by the Chief Administrative Officer and/or Executive Director.

Institution Development Division

I. One (1) Science Research Specialist I

Basic Salary: 29,798.00/month (SG 13)
Plantilla Item No.: PCHRDB-SRAS1-3-2022

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional)/Second Level Eligibility
Place of Assignment Institution Development Division,
PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Health-related courses
- Has training/background in Project Management
- Able to think logically and understand complex ideas
- With good organizational, time management and presentation skills
- Well-versed in MS Office Applications



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Duties and Responsibilities

1. Performs secretariat functions related to the management of the Philippine National Health Research System (PNHRS)
 - a. Prepares necessary documents (minutes of meetings, including slide presentations, agenda, and liquidation reports);
 - b. Prepares communication, consolidates technical and other relevant PNHRS reports/documents.
2. Assists in the implementation/coordination of programs/project/activities aligned with/supportive of the PNHRS strategic directions.
3. Undertakes processing of 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.
4. Monitors the progress of PNHRS committee activities/programs/projects
 - a. Assists in the development of M&E plan for PNHRS activities/programs/projects;
 - b. Conducts site and institutional visits as necessary;
 - c. Assists in resolving conflicts and issues related to PNHRS activity/program/project implementation.
5. Supports positive relationships by responding promptly and professionally to requests for information and addresses the needs and interests of PNHRS stakeholders and networks.
6. Performs other duties and functions as assigned by the division chief or immediate head.

II. One (1) Science Research Specialist I

Basic Salary: 29,798.00/month (SG 13)

Plantilla Item No.: PCHRDB-SRAS1-4-2022

Qualification Standard

Education: Bachelor's degree relevant to the job

Experience: None required

Training: None required



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Eligibility: Career Service (Professional)/Second Level Eligibility
Place of Assignment Institution Development Division,
PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Health-related courses
- Has training/background in Project Management
- Able to think logically and understand complex ideas
- With good organizational, time management and presentation skills
- Well-versed in MS Office Applications

Duties and Responsibilities

1. Performs secretariat functions related to the management of the Philippine Health Research Ethics Board (PHREB)
 - a. Prepares necessary documents (minutes of meetings, including slide presentations, agenda, and liquidation reports);
 - b. Prepares communication, consolidates technical and other relevant reports/documents.
2. Assists in the implementation/coordination of programs/project/activities aligned with/supportive of the PHREB strategic directions.
3. Undertakes processing of 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.
4. Serves as the Regional Project Officer in assigned Regional Health Research and Development Consortium (RHRDC)
 - a. Provides technical and administrative support in the implementation of RHRDC activities.
5. Supports positive relationships by responding promptly and professionally to requests for information and addresses the needs and interests of PHREB and RHRDC stakeholders and networks.
6. Performs other duties and functions as assigned by the division chief or immediate head.

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



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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 **November 18, 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
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: November 4, 2022