



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

Research Information Communication and Utilization Division

I. One (1) Chief Science Research Specialist

Basic Salary: 88,410.00/month (SG 24)

Plantilla Item No.: PCHRDB-CSRS-3-1998

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 Research Information Communication and Utilization Division, PCHRD Office

Preferred Qualifications/ Attributes

- Master's degree preferably in communications and other related courses;
- With excellent leadership and communication skills;
- With excellent decision making and analytical thinking skills;
- General knowledge on research information, communication and utilization;
- Preferably with extensive experience in managing and implementing health research communication programs;
- Familiar with financial management principles especially in government setting;
- With strong work ethic and positive attitude.

Duties and Responsibilities

1. Planning and Programming
 - Formulate plans and policies related to Research Information, Communication and Utilization.
2. Project Management
 - Reviews proposals received and endorse for funding;
 - Prepares terms of reference for projects to be commissioned, and manage commissioned projects.



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3. Management of Critical Division Outputs
 - Provides leadership in the achievement of the Division's critical outputs on communication, information products and services, IP and technology commercialization, and research to policy translation to ensure research utilization.
4. PCHRD Reports and presentations
 - Provides quality control assistance in the preparation of reports and presentation for top management and external clients.
5. Reviews and evaluates the impact of the communication programs of the Council
6. Coordinates and lends expertise to other units of the agency on matters pertaining to communication and research utilization.
7. Provides technical assistance in the events management of the Council.
8. Performs other duties assigned by the DOST-PCHRD Executive Director.

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 **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



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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 III

Date Posted: November 4, 2022