



## NOTICE OF VACANT PLANTILLA POSITIONS As of December 22, 2022

### Institution Development Division

#### I. One (1) Supervising Science Research Specialist

**Basic Salary:** 69,963.00/month (SG 22)

**Plantilla Item No.:** PCHRDB-SVSRS-2-1998

#### Qualification Standard

**Education:** Bachelor's degree relevant to the job

**Experience:** 3 years of relevant experience

**Training:** 16 hours of relevant training

**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;
- With prior experience in handling health R&D programs and project managers;
- Good organizational, time management and presentation skills
- With good decision-making and analytical thinking skills;
- With excellent interpersonal, oral and written communication skills;
- With strong work ethics and positive attitude; and
- Proactive, results-oriented and can work under pressure with minimum supervision.

#### Duties and Responsibilities

1. Assist the Division Chief in the implementation of programs and activities of the Institution Development Division (IDD);
2. Supervise and oversee all activities of the IDD- its programs and personnel, by planning and implementing necessary and applicable strategies to meet the division objectives and timely submission of deliverables;
3. Spearhead the overall planning, management, monitoring and evaluation of IDD programs/projects;



4. Coordinates and lends expertise to other units of the agency on matters pertaining to his/her area of specialization; and
5. Performs other functions assigned by the Division Chief.

## **II. One (1) Senior Science Research Specialist**

**Basic Salary:** 49,835.00/month (SG 19)  
**Plantilla Item No.:** PCHRDB-SRSRS-1-1998

### **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** Institution Development Division, PCHRD Office

### **Preferred Qualifications/ Attributes**

- Bachelor's degree preferably in Health-related courses;
- With prior experience in handling health R&D programs and project managers;
- Good organizational, time management and presentation skills;
- With good decision-making and analytical thinking skills;
- With excellent interpersonal, oral and written communication skills;
- With strong work ethics and positive attitude; and
- Proactive, results-oriented and can work under pressure with minimum supervision

### **Duties and Responsibilities**

1. Provide strategy and intervention on to the operation of the Philippine National Health Research System (PNHRS);
2. Oversee the planning, management, monitoring and evaluation activities of the PNHRS technical working committees;
3. Supervise the PNHRS secretariat in the implementation of activities which includes:
  - a. Regular monitoring of PNHRS-related programs/projects
  - b. Ensure that PNHRS-related program/projects deliverables are accomplished
  - c. Undertakes final review of PNHRS-related correspondences/documents
  - d. Represent in PNHRS-related meetings



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4. Supports positive relationships by responding promptly and professionally to requests for information and addresses the needs and interests of PNHRs stakeholders and networks; and
5. Performs other duties and functions as assigned by the division chief and immediate head.

## **Research Information Communication and Utilization Division**

### **I. One (1) Science Research Specialist II**

**Basic Salary:** 38,150.00/month (SG 16)  
**Plantilla Item No.:** PCHRDB-SRAS2-6-1998

#### **Qualification Standard**

**Education:** Bachelor's degree relevant to the job  
**Experience:** 1 year of relevant experience  
**Training:** 4 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 bachelor's degree in Mass Communication/Development Communication or any related courses;
- With at least 2 years of work experience in conceptualizing and implementing communication plan;
- Has background on media engagement and events management;
- With strong interest in health science;
- Familiar with the latest updates on email, advertising campaigns, and social media trends;
- Can work under pressure and in minimal supervision;
- Has strong coordination skills and ability to multi-task;

#### **Duties and Responsibilities**

1. Supports the Communication Unit of the Council;
2. Produce articles for publication in prints and online;



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3. Conceptualizes, develops, and implements promotional materials such as videos, animations, documentaries, etc.;
4. Writes and proofread contents, press release and other types of content, as needed;
5. Assists in the development of content of PCHRD social media pages;
6. Assists in the implementation of promotional strategies, marketing communications, and public relation activities;
7. Analyzes social media and websites activity reports to continuously improve the visibility of the Council;
8. Performs other duties and functions as assigned by the division chief and 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 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 **January 5, 2023**.

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](http://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](mailto:recruitment@pchrd.dost.gov.ph)**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

  
**JAIME C. MONTOKA, MD. MSc, PhD, CECO II**  
Executive Director III

**Date Posted: December 22, 2022**