



Project ID : PCHRD – PB – 2022 – 08 (EPA)
 Project Name : Procurement of Third-Party Workforce Service Provider
 (Outsourcing of Workforce Services for Year 2023)
 Project Location : DOST-PCHRD Office, PCHRD Saliksik Building, Sikap Street,
 DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City

SUPPLEMENTAL / BID BULLETIN NO. 2

December 14, 2022

Subject : Modification / Amendment of Some Provisions in the Bidding Documents and Rescheduling of Opening of Bids

In connection with the project stated above advertised at the PhilGEPS and PCHRD Website on December 01, 2022; this Supplemental / Bid Bulletin No. 2 is issued to modify and amend some provisions in the Bidding Documents. Attached are the **updated Schedule of Requirements; and Technical Specifications (and its Annexes A, B, C, and D)**.

I. Rescheduling of Opening of Bids

| PROCUREMENT ACTIVITY | DATE AND TIME (new bidding schedules) |
|--|--|
| <ul style="list-style-type: none"> Opening of Bids | <p>December 26, 2022 (Monday) 02:30PM</p> |

II. Modification / Amendment of Some Provisions in the Bidding Documents

| ORIGINAL PROVISION | AMENDMENT / CHANGE / CLARIFICATION |
|---|---|
| <p><i>From:</i></p> <p>Section I. Invitation to Bid (Supplemental Bid Bulletin No. 1)</p> <p>Paragraph no. 9:</p> <p>➤ Bid opening shall be on December 26, 2022 (Monday) 10:30AM. Opening of bids is through video conferencing or webcasting via Zoom Cloud Meetings. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.</p> | <p><i>To:</i></p> <p>Section I. Invitation to Bid</p> <p>Paragraph no. 9:</p> <p>➤ Bid opening shall be on December 26, 2022 (Monday) 02:30PM. Opening of bids is through video conferencing or webcasting via Zoom Cloud Meetings. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.</p> |

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| <p>From:</p> <p>Section III. Bid Data Sheet (Supplemental Bid Bulletin No. 1)</p> <p>16.</p> <p>The date and time of bid opening is:</p> <p>December 26, 2022 (Monday), 10:30 AM</p> | <p>To:</p> <p>Section III. Bid Data Sheet</p> <p>16.</p> <p>The date and time of bid opening is:</p> <p>December 26, 2022 (Monday), 02:30 PM</p> |
|--|--|

| <p>From:</p> <p>Section III. Bid Data Sheet</p> <p>19.3.</p> <table border="1"> <thead> <tr> <th>LOT</th> <th>DESCRIPTION</th> <th>QTY</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Engagement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2023) For 80 Positions</td> <td style="text-align: center;">1 lot</td> <td style="text-align: right;">P 44,090,000.00</td> </tr> </tbody> </table> | LOT | DESCRIPTION | QTY | TOTAL | 1 | Engagement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2023) For 80 Positions | 1 lot | P 44,090,000.00 | <p>To:</p> <p>Section III. Bid Data Sheet</p> <p>19.3.</p> <table border="1"> <thead> <tr> <th>LOT</th> <th>DESCRIPTION</th> <th>QTY</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Engagement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2023) For 79 Positions</td> <td style="text-align: center;">1 lot</td> <td style="text-align: right;">P 44,090,000.00</td> </tr> </tbody> </table> | LOT | DESCRIPTION | QTY | TOTAL | 1 | Engagement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2023) For 79 Positions | 1 lot | P 44,090,000.00 |
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| <p>From:</p> <p>Section VI. Schedule of Requirements</p> <p>➤ Description:</p> <p>Engagement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2023) For 80 Personnel / Positions</p> | <p>To:</p> <p>Section VI. Schedule of Requirements</p> <p>➤ Description:</p> <p>Engagement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2023) For 79 Personnel / Positions</p> |
|---|---|


| | |
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| <p>From:</p> <p>Section VII. Technical Specifications</p> <p>➤ Engagement of a Third-Party Workforce Service Provider (Outsourcing of Workforce Services for 2023)</p> <p>80 Positions</p> | <p>To:</p> <p>Section VII. Technical Specifications</p> <p>➤ Engagement of a Third-Party Workforce Service Provider (Outsourcing of Workforce Services for 2023)</p> <p><u>79 Positions</u></p> |
|---|--|

| | |
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| <p>From:</p> <p>Section VII. Technical Specifications</p> <p>For FAD:</p> <p>➤ One (1) Project Technical Assistant VI (IT), SG 15, for 12 months @ ₱ 36,619.00 / month</p> <p>.....</p> | <p>To:</p> <p>Section VII. Technical Specifications</p> <p>For FAD:</p> <p>➤ One (1) Project Technical Assistant VI (IT), SG 15, for 12 months @ ₱ 36,619.00 / month (Deleted)</p> <p>.....</p> |
| <p>From:</p> <p>Section VII. Technical Specifications</p> <p>.....</p> <p>3. Bidders must submit a detailed computation for each of the aforementioned positions using the rates stated above. Bidders must use the template provided herein as Annex-C, "Breakdown of Bid for 80 positions" in its computation. This document should be included in the Financial Component of the bid.</p> | <p>To:</p> <p>Section VII. Technical Specifications</p> <p>.....</p> <p>3. Bidders must submit a detailed computation for each of the aforementioned positions using the rates stated above. Bidders must use the template provided herein as Annex-C, "Breakdown of Bid for 79 positions" in its computation. This document should be included in the Financial Component of the bid.</p> |
| <p>From:</p> <p>Section VII. Technical Specifications</p> <p>➤ Annex – A: Annex – A, "PCHRD 2023 Outsourcing of Workforce Services Terms of Reference (TOR)"</p> <p>I. Basic Information</p> <p>1.</p> <p>2. Number of Personnel – 80 Personnel</p> <p>3.</p> | <p>To:</p> <p>Section VII. Technical Specifications</p> <p>➤ Annex – A: Annex – A, "PCHRD 2023 Outsourcing of Workforce Services Terms of Reference (TOR)"</p> <p>I. Basic Information</p> <p>1.</p> <p>2. Number of Personnel – <u>79 Personnel</u></p> <p>3.</p> |

| | |
|---|--|
| <p>From:</p> <p>Section VII. Technical Specifications</p> <p>➤ Annex – B, "2023 Outsourcing Requirements"</p> <p>.....</p> <p>One (1) Project Technical Assistant VI (IT)</p> | <p>To:</p> <p>Section VII. Technical Specifications</p> <p>➤ Annex – B, "2023 Outsourcing Requirements"</p> <p>.....</p> <p>One (1) Project Technical Assistant VI (IT) (Deleted)</p> |
| <p>From:</p> <p>Section VII. Technical Specifications</p> <p>➤ Annex – C: "Breakdown of Bid for 80 positions"</p> <p>.....</p> <p>FAD One (1) Project Technical Assistant VI (IT)</p> | <p>To:</p> <p>Section VII. Technical Specifications</p> <p>➤ Annex – C: "Breakdown of Bid for <u>79 positions</u>"</p> <p>.....</p> <p>FAD One (1) Project Technical Assistant VI (IT) (Deleted)</p> |
| <p>From:</p> <p>Section VII. Technical Specifications</p> <p>➤ Annex – D: "Detailed Computation of Bid Price"</p> <p>Detailed Computation of Bid Price for 80 Personnel</p> | <p>To:</p> <p>Section VII. Technical Specifications</p> <p>➤ Annex – D: "Detailed Computation of Bid Price"</p> <p>Detailed Computation of Bid Price <u>for 79 Personnel</u></p> |

This Supplemental / Bid Bulletin shall form an integral part of the said Bidding Documents.

For guidance and information of all concerned.


PAUL ERNEST N. DE LEON
 Chairperson, Bids and Awards Committee

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

| LOT | Description | Quantity | Unit | Delivered, Weeks/Months |
|------------|---|-----------------|-------------|--|
| A | Engagement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2023) For 79 Personnel / Positions | 1 | lot | First Working Day of January 2023 |

We hereby comply with the above-stated Schedule of Requirements.

Submitted by : _____
(Name of Firm)

Signing Authority : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Technical Specifications

| LOT | Specification | Statement of Compliance |
|-----|---|-------------------------|
| A | Engagement of a Third-Party Workforce Service Provider (Outsourcing of Workforce Services for 2023) | |
| | 79 Positions | |
| | For OED: <ul style="list-style-type: none"> ➤ One (1) Project Administrative Assistant I, SG 10, for 12 months @ ₱ 23,176.00 / month | |
| | For FAD: <ul style="list-style-type: none"> ➤ One (1) Project Administrative Assistant III (Administrative Officer II), SG 12, for 12 months @ ₱ 29,165.00 / month ➤ One (1) Project Administrative Assistant II (HRMOII), SG 11, for 12 months @ ₱ 27,000.00 / month ➤ One (1) Project Administrative Assistant I (Accounting), SG 10, for 12 months @ ₱ 23,176.00 / month ➤ One (1) Project Administrative Assistant I (Budget), SG 10, for 12 months @ ₱ 23,176.00 / month ➤ One (1) Project Administrative Assistant I (HRMO I), SG 10, for 12 months @ ₱ 23,176.00 / month ➤ One (1) Project Administrative Assistant I (HRMO I), SG 10, for 12 months @ ₱ 23,176.00 / month ➤ One (1) Project Administrative Assistant I (Records Officer I), SG 10, for 12 months @ ₱ 23,176.00 / month ➤ One (1) Project Administrative Assistant I (Information Officer I), SG 10, for 12 months @ ₱ 23,176.00 / month ➤ One (1) Project Administrative Aide VI (Administrative Assistant III), SG 9, for 12 months @ ₱ 21,129.00 / month ➤ Two (2) Project Administrative Aide V (Administrative Assistant II), SG 8, for 12 months @ ₱ 19,744.00 / month | |

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|--|---|--|
| | <ul style="list-style-type: none"> ➤ One (1) Project Clerk III (Clerk III), SG 6, for 12 months @ ₱ 17,553.00 / month ➤ Three (3) Project Administrative Aide I (Driver II), SG 4, for 12 months @ ₱ 15,586.00 / month ➤ Six (6) Project Laborer II (Laborer II), SG 2, for 12 months @ ₱ 13,819.00 / month | |
| | <p>For RDMD</p> <ul style="list-style-type: none"> ➤ Five (5) Project Technical Specialist I, SG 16, for 12 months @ ₱ 39,672.00 / month ➤ Twelve (12) Project Technical Assistant IV, SG 13, for 12 months @ ₱ 31,320.00 / month ➤ One (1) Project Administrative Assistant IV, SG 13, for 12 months @ ₱ 31,320.00 / month | |
| | <p>For IDD</p> <ul style="list-style-type: none"> ➤ Two (2) Project Technical Specialist IV (Senior Science Research Specialist), SG 19, for 12 months @ ₱ 51,357.00 / month ➤ Six (6) Project Technical Specialist I (Science Research Specialist II), SG 16, for 12 months @ ₱ 39,672.00 / month ➤ Seven (7) Project Technical Assistant IV (Science Research Specialist I), SG 13, for 9 months @ ₱ 31,320.00 / month | |
| | <p>For RICUD</p> <ul style="list-style-type: none"> ➤ Four (4) Project Technical Specialist II, SG 17, for 12 months @ ₱ 43,030.00 / month ➤ Four (4) Project Technical Specialist I, SG 16, for 12 months @ ₱ 39,672.00 / month ➤ Five (5) Project Technical Assistant VI, SG 15, for 12 months @ ₱ 36,619.00 / month ➤ One (1) Project Technical Assistant IV (Science Research Specialist I), SG 13, for 12 months @ ₱ 31,320.00 / month | |
| | <p>For RICUD (ICT)</p> <ul style="list-style-type: none"> ➤ One (1) Project Technical Specialist IV (Information System Analyst III), SG 19, for 12 months @ ₱ 51,357.00 / month | |

| | | |
|--|--|--|
| | <ul style="list-style-type: none"> ➤ Two (2) Project Technical Specialist II, SG 17, for 12 months @ ₱ 43,030.00 / month ➤ Two (2) Project Technical Assistant VI, SG 15, for 12 months @ ₱ 36,619.00 / month ➤ Two (2) Project Technical Assistant IV (Science Research Specialist I), SG 13, for 12 months @ ₱ 31,320.00 / month ➤ Three (3) Project Technical Assistant III (Project Assistant III), SG 13, for 12 months @ ₱ 31,320.00 / month | |
| | 1. Bidders must comply with the Terms of Reference attached as Annex – A, "PCHRD 2023 Outsourcing of Workforce Services Terms of Reference (TOR)" . | |
| | 2. Bidders must consider the qualifications and duties of the positions per attached Annex – B, "2023 Outsourcing Requirements" | |
| | 3. Bidders must submit a detailed computation for each of the aforementioned positions using the rates stated above. Bidders must use the template provided herein as Annex-C, "Breakdown of Bid for 79 positions" in its computation. This document should be included in the Financial Component of the bid. | |
| | 4. The number of positions and the position titles indicated herein may be changed within the contract period. As such, bidders must submit a detailed computation for the salary grades indicated in the attached Annex D, "Detailed Computation of Bid Price" using the template provided. In case of discrepancy in the amounts indicated in Annex-C and D, the figures indicated in Annex-D shall prevail. | |
| | 5. The bidder shall submit a list of company-initiated benefits being offered to its employees. | |
| | 6. Bidders must submit with their bids the following documents: | |
| | a. Registration certificate | |
| | • SSS | |
| | • PhilHealth | |
| | • Pag-IBIG (HDMF) | |
| | b. DOLE Registration | |
| | c. DTI/SEC Registration | |
| | 7. Bidders must comply with all specifications contained in this TOR and supplemental bid bulletin, if any | |

DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

TERMS OF REFERENCE

Procurement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for the Year 2023)

I. BASIC INFORMATION

1. Approved Budget for the Contract – Php 44,090,000.00
2. Number of Personnel – 79 Personnel
3. Project Location - Bicutan Science Community, DOST Compound, Gen,
A. Santos Avenue, Bicutan, Taguig City
4. Project Duration – January 01, 2023, to December 31, 2023

II. OBJECTIVE

The basic objective of hiring an Outsource Service Provider is to tap the expertise of an experienced and qualified outsource service provider firm that would assist the Department of Science and Technology-Philippine Council for Health Research and Development (DOST-PCHRD) in the Recruitment, Selection and Placement of outsource personnel.

III. WORK SCHEDULE

1. The **SERVICE PROVIDER** shall provide and assign qualified personnel to the **DOST-PCHRD** from Monday-Friday and render at least eight (8) hours of work per day or a total of forty (40) hours of work per week, subject to existing PCHRD guidelines on Working Arrangement.
2. Personnel assigned to the **DOST-PCHRD** must observe its schedule including work suspension as well as special and non-working holidays.
3. The Work Schedule is subject to change at any time when required by the **DOST-PCHRD** and upon written communication with the **SERVICE PROVIDER**.

IV. PERSONNEL MATTERS

1. The **DOST-PCHRD** has the right to screen applicants and choose the personnel to be assigned. The **SERVICE PROVIDER** shall consider hiring the existing contract of the service staff of the **DOST-PCHRD** in relation to this contract. The **SERVICE PROVIDER** shall be the one to post the vacant position in different job portals and shall provide **DOST-PCHRD** successful candidates based on the qualification standards and preferred qualifications. In case of failure to provide successful candidates, a reduction equivalent to a 1% administrative fee will be imposed. For every batch of unsuccessful candidates during the cut-off, a reduction of 1% will be imposed on the administrative fee.
2. The **SERVICE PROVIDER** shall ensure that all personnel to be assigned to **DOST-PCHRD** are eligible with the minimum standards/qualifications set by **DOST-PCHRD**.
3. The **SERVICE PROVIDER** shall provide the result of pre-employment examination results to the **DOST-PCHRD** and a copy of employment requirements submitted by the staff.
4. The personnel shall be exclusively assigned by the **SERVICE PROVIDER** to the **DOST-PCHRD**. They are required to observe the **DOST-PCHRD's** Office Rules and Regulations and must conduct themselves in a manner appropriate for a government employee (even if there is no employee-employer relationship) as they are serving as part of the organization.
5. The **SERVICE PROVIDER** shall provide the **DOST-PCHRD** with the list of benefits to be given to the assigned personnel, including those that are company-initiated.
6. The **SERVICE PROVIDER** shall pay the personnel all benefits required by law.
7. The **SERVICE PROVIDER** shall provide the **DOST-PCHRD** with the guidelines for Leave Benefits and Monetization. The monetization of leave credits shall be processed by the service provider, following the Service provider guidelines on Leave Monetization.
8. The **SERVICE PROVIDER** shall follow the guidelines and policies for the training program implemented by the **DOST-PCHRD** (even if there is no employee-employer relationship) as they are serving as part of the organization.
9. The **SERVICE PROVIDER** shall conduct a periodic performance evaluation of personnel which will serve as the basis for the continuation of services of the staff.

10. The **DOST-PCHRD** has the right to request that the assigned personnel be relieved from the **DOST-PCHRD** and be replaced immediately in case of violation of the rules and regulations as well as internal policies of the **DOST-PCHRD**, or for any other reasonable cause such as, but not limited to:
- Unsatisfactory performance within one rating period;
 - Serious misconduct or willful disobedience of the assigned personnel of the rules and regulations, as well as internal policies of the Council;
 - Habitual neglect of duties;
 - Fraud or willful breach of trust by the assigned personnel; and
 - Commission of a crime or offense by the assigned personnel against **DOST-PCHRD**.
11. The **SERVICE PROVIDER** must ensure that all personnel shall agree to assign to the **DOST-PCHRD** all intellectual property rights including but not limited to patents, copyrights, utility models, and related rights arising from the services of the personnel deployed to the **DOST-PCHRD** in exchange of salary, honorarium, or any remuneration that personnel will be receiving.
12. The **SERVICE PROVIDER** must ensure that a Deed of Assignment, provided by **DOST-PCHRD**, is signed by the employee as an annex to the employment contract. It shall provide that in exchange for the salary received, the employee shall assign all its Intellectual Property rights to **DOST-PCHRD** which are related to the project outputs during the course of employment.
13. The **SERVICE PROVIDER** must ensure that all personnel shall agree to execute all documents, and do all acts as may be deemed necessary by the **DOST-PCHRD**, to give effect to these terms.
14. The **SERVICE PROVIDER** must ensure that the assigned personnel shall secure necessary clearance for all accountabilities at the end of his/her assignment in the **DOST-PCHRD** or in case of voluntary resignation or retirement. Failure to submit all the required documents and clearances shall mean withholding of monetary benefits due to the assigned personnel.
15. The **SERVICE PROVIDER** shall guarantee payment of salaries of staff for the first three (3) months of the contract even prior to the release of funds from the **DOST-PCHRD**.
16. In case there is a need for the personnel assigned at **DOST-PCHRD** to travel, the **DOST-PCHRD** shall process requirements for travel, per the advice of the **personnel**. Separate guidelines regarding this matter will be formulated by **BOTH** parties subject to the rules and regulations set by the government regulatory authorities.

V. TERMS OF PAYMENT AND CONTRACT PRICE

1. **DOST-PCHR** shall pay the **SERVICE PROVIDER** on a semi-monthly basis based on actual services rendered by personnel deployed to **DOST-PCHR** supported by daily time record, accomplishment report, certificate of services rendered, proof of payment of Social Security System (SSS), Bureau of Internal Revenue (BIR), PhilHealth and Home Development Mutual Fund (HDMF).
2. The **SERVICE PROVIDER** shall provide detailed computation for the salaries and benefits for each position. Said computation shall form part of the contract and shall be the basis for billing purposes;
3. The **SERVICE PROVIDER** shall submit periodic reports or certification on the strict compliance of labor laws pertaining to personnel salaries and benefits as support to billing;
4. The billable amount under this contract and/or the contract price may be adjusted or updated in consideration of any of the following:
 - a. Government-mandated increase on wages or salaries, SSS, PhilHealth, and HDMF (Pag-IBIG) contributions or other similar increase mandated by the appropriate government authority.
 - b. Additional work (OT) as required by the **DOST-PCHR** or deductive work (under time and absences). The total cost of additive work or deductive work shall be based on the unit cost specified in the original Contract Price. Total payment for overtime services and actual services rendered within the contract period shall not exceed the Approved Budget for the Contract.
5. The **SERVICE PROVIDER** shall file their income and business tax returns and other required information electronically using the Electronic Filing and Payment System(EFPS);
6. The **SERVICE PROVIDER** shall furnish the **DOST-PCHR** a copy of its income and business tax returns duly stamped and received by the Bureau of Internal Revenue (BIR) with the copy of tax payments made relative to the contract. Failure to do so shall entitle the **DOST-PCHR** to suspend payment to the **SERVICE PROVIDER** for service rendered; and
7. The **SERVICE PROVIDER** shall submit a tax clearance from the BIR duly stamped and received by the BIR every first week of March during the life of the contract.

VI. CONTRACT PERIOD

1. The contract period shall be effective for a period of 12 months **commencing on the first working day of January 2023 and ending on December 31, 2023.**
2. For positions that are required for less than 12 months, the **DOST-PCHR** shall notify the **SERVICE PROVIDER**, in writing, on the specific start date of said positions.
3. The **DOST-PCHR** reserves the right to terminate the contract in case the **SERVICE PROVIDER** fails to fulfill any of the obligations set forth in this contract. In case of termination, a **thirty (30) day notice** shall be made by the **DOST-PCHR**.

VII. PERFORMANCE SECURITY

The **SERVICE PROVIDER** shall post Performance Security prior to the signing of Contract, in the following form:

| Form of Performance Security | Amount of Performance Security (Not less than the Percentage of the Total Contract Price) |
|--|--|
| <p>a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instruments.</i></p> | |
| <p>b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by the LGUs, the Bank Draft/ Guarantee or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instruments.</i></p> | Five percent (5%) |

| | |
|--|----------------------|
| c) Surety bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. | Thirty percent (30%) |
|--|----------------------|

VIII. CONFIDENTIALITY

The **DOST-PCHR** and the **SERVICE PROVIDER** shall hold in strict confidence all information furnished by one to the other and shall not dispose of the same to any third party without the prior written consent of the other party to the party providing such confidential information. The **DOST-PCHR** and the **SERVICE PROVIDER** shall sign a Non-Disclosure Agreement to satisfy this provision. Additionally, the **SERVICE PROVIDER** shall extend such agreement with all employees to be assigned to the **DOST-PCHR** by requiring the signing of a similar document. The **SERVICE PROVIDER** shall furnish **DOST-PCHR** a copy of such document.

It is hereby further agreed that both parties shall likewise hold on strictest confidence all information relating to this Contract that may be entered into by the parties, and shall not disclose information unless expressly agreed upon in writing by the parties hereto.

IX. OTHER CONDITIONS

1. Any judicial action to enforce any of the terms stated herein shall be instituted and prosecuted in the court of appropriate jurisdiction in Taguig City, Philippines.
2. The **SERVICE PROVIDER** shall guarantee for the loss or damage of the **DOST-PCHR's** property used by the assigned personnel, unless it has been duly established after investigation that said loss or damage did not result from the act, omission, negligence or fault of the **SERVICE PROVIDER** or any of its employees. Such loss or damage must be reported in writing to the **SERVICE PROVIDER** within five (5) working days from occurrence or discovery thereof. When such loss or damage is caused by force majeure or fortuitous event, the **SERVICE PROVIDER** shall not, in any way, be made responsible.
3. The assigned personnel are the exclusive employees of the **SERVICE PROVIDER** and there exists no employer-employee relationship between them and the **DOST-PCHR**. As such, claims of any nature, financial or otherwise, by the assigned personnel arising out of and/or in connection with their employment by the **SERVICE PROVIDER** shall be the sole responsibility of the latter.
4. The personnel to be assigned must be trained and with adequate experience, physically and mentally fit, courteous and honest, and are provided by the **SERVICE PROVIDER** with identification cards.

5. The cost of coverage of the assigned personnel for SSS, PhilHealth, Pag-IBIG and other benefits due them shall be the sole responsibility of the **SERVICE PROVIDER**.
6. The assigned personnel shall submit to personal search and spot check by the **DOST-PCHR** Security Guards when required, and must observe/abide by all security regulations and requirements of the **DOST-PCHR**.
7. Upon the request of the **DOST-PCHR**, the **SERVICE PROVIDER** shall relieve any of its assigned personnel with whom the **DOST-PCHR** has lost trust and confidence, or who was found inefficient, disobedient or disrespectful or for any other valid or justifiable reason.
8. The **DOST-PCHR** is not answerable or liable whatsoever for any claim of the assigned personnel arising from the performance of their duties and/or in the course of employment with the **SERVICE PROVIDER**, including claims for benefits due to the **SERVICE PROVIDER** personnel.
9. The **SERVICE PROVIDER** shall provide a dedicated contact person who shall be responsible in addressing concerns relative to the implementation of this contract. This contact person shall visit their employees from time to time or as needed.

X. AMENDMENT

1. The **DOST-PCHR** may change the number of positions as well as the positions initially identified under this procurement contract. Provided that the amendments shall not exceed the contract price and that the position titles are based on the DOST Administrative Order No. 13 and shall remain in force until revoked or amended and is subject to change once a new DOST Administrative Order is released by the Central Office. These changes shall be communicated in writing with the **SERVICE PROVIDER** and shall take effect upon the agreement of both parties.
2. Any other amendment in the terms, conditions, or provisions not stipulated in this document should be covered by a separate agreement as proposed and agreed upon by the **DOST-PCHR** and **SERVICE PROVIDER**.

XI. SEPARABILITY

Any part, provision, or representation relative to this contract that is prohibited or which is held to be void or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.

2023 OUTSOURCING REQUIREMENTS

| NO. OF POSITIONS | POSITION TITLE | DUTIES AND RESPONSIBILITIES | QUALIFICATIONS (Minimum Qualification Standards and preferred qualifications/attributes) |
|--|---|--|--|
| Office of the Executive Director (OED) | | | |
| 1 | Project Technical Assistant III | <ol style="list-style-type: none"> 1. Assists in planning, organization, and documentation of PCHRD Annual Operational Plan based on the approved PCHRD 6-Year Strategic Plan, including the dissemination activity. 2. Assists in conduct of mid-term and end-of-term review of the PCHRD 6-Year Strategic Plan. 3. Assists in monitoring and evaluation of the Annual Plan, as well as a reporting system from section/team/program to the division; from the division to the Council of the accomplishments, opportunities and risks of meeting or non-meeting of targets. 4. Assists in overseeing, coordination, and participation with the international collaborations and partnership of the Council. 5. Performs assessment of internal and external changes that may affect the Council and its activities and recommend solutions to address those changes. 6. Perform other related duties and tasks as assigned from time to time by the Planning Head Unit. | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required Preferred qualifications/attributes - Preferably Bachelor's degree in Social Science/ Health related courses - Computer savvy (MS Office applications e.g Excel,Word& Powerpoint - Must have good oral and written communication skills - Work in own initiatives and forward thinking</p> |
| Finance and Administrative Division (FAD) | | | |
| 1 | Project Administrative Assistant I (Information Officer I) | <ol style="list-style-type: none"> 1. Permanent Client Desk Officer Answer phone calls and e-mails, screen, and direct calls per PCHRD guidelines Greet and welcome walk-in clients Answer queries ,address complaints, and forward emails to concerned personnel Ensure that queries and complaints are acted upon per PCHRD guidelines Generate and analyze reports monthly, semestral, and yearly Monitor and review the implementation of client relations workplan and activities Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.) Develop new ideas and strategies to drive innovation in client desk officer processes 2. Client Relations Team Assist in implementing client relations work plans Assist in analyzing monthly, quarterly, semestral, and annual customer feedback results Assist in generating customer feedback reports that are understandable to the clients Develop new ideas and strategies to drive innovation in PCHRD client relations program 3. Freedom of Information (FOI, Efoi) Assist in implementing Freedom of Information (FOI and eFOI) program in PCHRD 4. Event Organizing/Committee Involvement Participate in and/or manage PCHRD/RICUD activities e.g., forum/symposium, meetings, trainings, survey, assessment & seminars Performs other related functions as maybe assigned from time to time. | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required Preferred qualifications/attributes - Preferably office management, business , or management graduate - Preferably have knowledge in Republic Act No. 9470 "National Archives of the Philippines Act of 2007 Valueless Records in Government Agencies and other rules and regulations related to management, maintenance, retrieval and disposition of official records and documents - Knowledgeable in ISO Quality Management System - Must have knowledge in Microsoft application e.g Excel, Word, PowerPoint and Access -Must have good oral and written communication skills -Must have a good moral character.</p> |
| 1 | Project Administrative Assistant I (Records Officer I) | <ol style="list-style-type: none"> 1. Receives and reviews the completeness of document for incoming and outgoing communications, Memos, Special Order (SO's), Local Travel Authority and other related documents. 2. Delivers all recorded/encoded incoming and outgoing communications/Memos to concerned PCHRD Officials/Employees/Divisions/Section; 3. Records the approved PCHRD Special Order (SO's) and Local Travel Authority to the logbook with assigned Control Number; 4. Photocopy documents needed in the operation of the Councils/Client; 5. Assists in retrieving records from central file when deemed necessary; 6. File the incoming/outgoing communication to the storage cabinet; 7. Performs other related duties and functions assigned from time to time by the Records Section and Chief Administrative Officer of FAD; | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required Preferred qualifications/attributes - Preferably office management, business , or management graduate - Preferably have knowledge in Republic Act No. 9470 "National Archives of the Philippines Act of 2007 Valueless Records in Government Agencies and other rules and regulations related to management, maintenance, retrieval and disposition of official records and documents - Knowledgeable in ISO Quality Management System - Must have knowledge in Microsoft application e.g Excel, Word, PowerPoint and Access -Must have good oral and written communication skills -Must have a good moral character.</p> |

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| 1 | Project Administrative Assistant I (HRMOI) | <ol style="list-style-type: none"> 1. Assists the head HRMO in the implementation of the Learning and Development Plan and activities, including trainings by identifying resource requirements and collaborating with a pool of internal and external trainers and/or institutions for the proper delivery of training programs using various approaches and methodologies; 2. Assists in the evaluations of the effectiveness of various learning and development interventions to determine its impact on individual performance and the Council's achievement of its goals. 3. Updates and maintains database of PCHRD training program conducted and attended by PCHRD staffs; 4. Provides administrative support in the conduct of learning and development interventions by recording attendance of employees, collating and summarizing feedback forms, and providing logistical support during trainings for its smooth implementation. 5. Assists in the evaluation of candidates' profile to determine the right fit for the job according to the CSC's Qualification Standards and Preferred Qualifications. 6. Prepares and updates regularly the 201 files of Plantilla personnel and the following employment records; <ol style="list-style-type: none"> 6.1 Service Records 6.2 Educational Qualifications 6.3 Eligibility 6.4 Performance Evaluation 7. Prepares certification and requested HR documents of non plantilla personnel under Philhealth and FDA. 8. Serves as PCHRD's Immersion/ OJT Coordinator that provide interns to requesting Division and ensure in the implementation of their internship program. | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred qualifications/attributes: - Preferably a BA / BS Psychology graduate; - At least 1 to 3 years of experience in compensation recruitment, selection, and retention - Proven planning and leadership abilities - Computer savvy (MS Office applications e.g Excel,Word,Powerpoint and Access) - Must have good oral and written communication skills - Work in own initiatives and forward thinking</p> |
| 1 | Project Administrative Assistant I (HRMOI) | <ol style="list-style-type: none"> 1. Assists the head Human Resource Management Officer (HRMO) in the formulation of the Staffing Plan through forecasting and coordination with Top Management on staffing needs of the Council in order to guide the Council in searching, attracting, and hiring the right talent for the right job at the right time. 2. Assists in devising the recruitment plan based on the medium-term needs of the Council to identify various talent sources and candidates, who can help achieve the Division and Council's goals and objectives. 3. Oversees evaluation of candidates' profile to determine the right fit for the job by developing or adopting and administering appropriate examinations and simulations according to the position being applied for by the candidates. 4. Sends feedback to applicants by coordinating with other divisions on their feedback or evaluation, so that the candidates will be adequately informed about the status of their application. 5. Prepares appointment, contract of service and other recruitment documents of newly hired plantilla and non plantilla personnel. 6. Assist the HRMO in welcoming new hires by introducing them to the Council and orienting them on basic employee policies and guidelines to support their stay in the organization. 7. Updates the Actual Duties and Responsibilities of Plantilla and Non Plantilla Personnel as needed. 8. Status of Quality Objective for Compensation and Citizen Charter – every first week of the month 9. Assists in receiving and outgoing of HR related documents particularly recruitment documents and other HR documents. 10. Provides administrative support for the implementation of FAD's Customer Feedback by collating and summarizing feedback forms and preparing monthly report for its smooth implementation. | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred qualifications/attributes: - Preferably a BA / BS Psychology graduate; - At least 1 year of experience in learning and development and recruitment, selection, and retention; - Proven planning and leadership abilities - Computer savvy (MS Office applications e.g Excel,Word,Powerpoint and Access) - Must have good oral and written communication skills - Work in own initiatives and forward thinking</p> |
| 1 | Project Administrative Assistant II (HRMOII) | <p>I. Learning and Development</p> <ol style="list-style-type: none"> a)Assists the head HRMO in the implementation of the Learning and Development Plan and activities, including trainings by identifying resource requirements and collaborating with a pool of internal and external trainers and/or institutions for the proper delivery of training programs using various approaches and methodologies; b)Assists in the evaluations of the effectiveness of various learning and development interventions to determine its impact on individual performance and the Council's achievement of its goals. c)Updates and maintains database of PCHRD training program conducted and attended by PCHRD staffs; d)Provides administrative support in the conduct of learning and development interventions by recording attendance of employees, collating and summarizing feedback forms, and providing logistical support during trainings for its smooth implementation. e)Prepares HR and Learning and Development-Related Reports according to their deadline. f)Assists in receiving and outgoing of HR related documents particularly learning and development, performance management, rewards and recognition documents and other HR documents. <p>II. COVID-19 Related Tasks</p> <ol style="list-style-type: none"> g)Updates and maintain database of PCHRD's Health Declaration Forms. h)Assist in monitoring and tracking the health conditions of PCHRD Personnel as part of PCHRD's effort against COVID-19 i)Assist in updating and monitoring of PCHRD's List and Calendar of Essential Workforce during this COVID-19 Pandemic <p>III. Other Tasks</p> <ol style="list-style-type: none"> j)Assists in ISO FAD documentation; k)Assists in facilitating PCHRD and DOST-Wide activities; l)Performs other related duties assigned from time to time by her immediate supervisor and Chief Administrative Officer of FAD. | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred qualifications/attributes - Preferably a BA / BS Psychology graduate; -At least 2 to 3 years of experience in Performance Management and Learning and Development; - Proven planning and leadership abilities - Must have good oral and written communication skills - Work in own initiatives and forward thinking</p> |

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| 1 | Project Administrative Aide V (Administrative Assistant II) | <p>A. Receives and releases documents / reports / records / communications of the PCHRD-COA</p> <p>B. Answers telephone calls</p> <p>C. Retrieves documents from file / filing cabinets</p> <p>D. Photocopies documents</p> <p>E. Liaison works / errands</p> <p>F. Encodes communications</p> <p>G. Performs other duties assigned from time to time by her immediate supervisor, Chief Administrative Officer of FAD and Executive Director</p> | <p>Qualification Standards</p> <p>Education: Completion of 2-yr studies in college or High School Graduate with relevant vocational / trade course (or at least High School Graduate for Drivers)</p> <p>Experience: One (1) year of relevant experience</p> <p>Training: Four (4) hours relevant training</p> <p>Preferred qualifications/attributes</p> <p>- Preferably have units in accounting / Financial Management</p> <p>-Must have good oral and written communication skills</p> <p>-Must have a good moral character.</p> |
| 1 | Project Administrative Aide V (Administrative Assistant II) | <p>Stock Custodian:</p> <ol style="list-style-type: none"> 1. Maintains and regularly updates office supplies and materials Stock Card (SC); 2. Ensures availability of common use supplies and materials by establishing re-order point to replenish stock; 3. Receives delivered supplies and materials and checks against specifications and Delivery Receipt; 4. Prepares Inspection and Acceptance Report (IAR) for supplies and materials delivered verified and signed by designated Acceptance Committee; 5. Issues office supplies and materials carried on stock based on approved Requisition and Issue Slip (RIS); 6. Prepares monthly Report of Supplies and Materials Issued (RSMI) and submit to Accounting Section on or before 5th of the following month; 7. Regularly checks supplies and materials Stock Inventory Card against actual count; 8. Performs semester physical inventory count of supplies and materials 9. Maintains clean and orderly arrangement of supplies and materials on stock; and 10. Safeguards stock inventory against losses, theft and pilferage. <p>Property, Plant and Equipment (PPE) Custodian:</p> <ol style="list-style-type: none"> 1. Maintains and updates Property Card (PC) for each class of PPE; 2. Receives and records acquisition of PPE to Property Card based on Inspection and Acceptance Report (IAR) and other documents; <p>Scope of Work/Duties</p> <ol style="list-style-type: none"> 3. Prepares and issues Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for semi-expendable property (Below 15 Thousand Pesos and with useful life of one year and more) to established accountability; 4. Marks newly acquired PPE with identifying code (Property Tag stickers) for easy referencing; 5. Maintains database of List of Equipment issued to Accountable Officer; 6. Prepares Property Transfer Report for transfer of PPE from one accountable officer, agency, fund cluster to another accountable officer, agency, fund cluster; 7. Conducts physical count of PPE; 8. Prepares report on the Physical Count of Property, Plant and Equipment (RPCPPE) and submits to Accounting Section every 10th of January; 9. Prepares and maintains Inventory and Inspection Report for Unserviceable Property (IIRUP) for dropping in the books of accounts, disposal and or donations; 10. Ensures that PPE has safeguard from losses, theft and pilferage; and 11. Performs other duties and functions assigned from time to time by the Supply & Property Officer and Chief Administrative Officer of FAD. | <p>Qualification Standards</p> <p>Education: Completion of 2-yr studies in college or High School Graduate with relevant vocational / trade course (or at least High School Graduate for Drivers)</p> <p>Experience: One (1) year of relevant experience</p> <p>Training: Four (4) hours relevant training</p> <p>Preferred qualifications/attributes</p> <p>- Preferably have units in computer science</p> <p>-Must have good oral and written communication skills</p> <p>-Must have a good moral character.</p> |

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| 1 | Project Administrative Aide VI (Administrative Assistant III) | <p>Stock Custodian:</p> <ol style="list-style-type: none"> Maintains and regularly updates office supplies and materials Stock Card (SC); Ensures availability of common use supplies and materials by establishing re-order point to replenish stock; Receives delivered supplies and materials and checks against specifications and Delivery Receipt; Prepares Inspection and Acceptance Report (IAR) for supplies and materials delivered verified and signed by designated Acceptance Committee; Issues office supplies and materials carried on stock based on approved Requisition and Issue Slip (RIS); Prepares monthly Report of Supplies and Materials Issued (RSMI) and submit to Accounting Section on or before 5th of the following month; Regularly checks supplies and materials Stock Inventory Card against actual count; Performs semester physical inventory count of supplies and materials and prepares Report on the Physical Count of Inventories (RPCI). Submits to Accounting Section on or before 10th of January and July respectively; Maintains clean and orderly arrangement of supplies and materials on stock; and Safeguards stock inventory against losses, theft and pilferage. <p>Property, Plant and Equipment (PPE) Custodian:</p> <ol style="list-style-type: none"> Maintains and updates Property Card (PC) for each class of PPE; Receives and records acquisition of PPE to Property Card based on Inspection and Acceptance Report (IAR) and other documents; Prepares and issues Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for semi-expendable property (Below 15 Thousand Pesos and with useful life of one year and more) to established accountability; Marks newly acquired PPE with identifying code (Property Tag stickers) for accountability. | <p>Qualification Standards: Education: Completion of two-year studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training</p> |
| 3 | Administrative Aide I (Driver II) | <ol style="list-style-type: none"> Serves as the dedicated driver of the Council. Responsible in the daily cleaning of the assigned vehicle. Responsible in the daily check up of the fuels, oil, tire and other vehicle parts prior every trip. Responsible in monitoring the preventive maintenance schedule of the assigned vehicle. Performs other duties assigned from time to time by immediate supervisor and Chief Administrative Officer of FAD. | <p>Qualification Standards Education: Completion of 2-year studies in college (or at least High School Graduate for Drivers) Experience: None required (for Drivers, at least 6 months experience) Training: Four (4) hours relevant training</p> <p>Preferred qualifications/attributes</p> <ol style="list-style-type: none"> With Professional Driver's License Determines the operational requirement of the vehicle; Drives official vehicle |
| 6 | Project Laborer II | <ol style="list-style-type: none"> Maintain the cleanliness of PCHRD Grounds and Area of Responsibility; Provide building repair and maintenance services; Assists in the inspection of building facilities and surrounding areas and determines and records minor repair and maintenance works; Does simple repair of office furnitures, lighting fixtures, electrical wirings, plumbing fixtures and other building facilities; Maintain greenscapes by monitoring health of plants, trimming of trees and shrubs, grass cutting and clearing of debris and litters; Monitor and ensure the proper segregation of solid waste; Requisition of supplies, materials and equipments needed for cleaning and maintenance duties; and Perform other related duties as may be assigned by the immediate supervisor | <p>Qualification Standards Education: Elementary School Graduate Experience: None required Training: None required</p> <p>Preferred qualifications/attributes</p> <ul style="list-style-type: none"> Able to read and write; Preferably with knowledge in carpentry, electrical and plumbing works, and gardening; Good interpersonal skills |

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| 1 | Project Clerk III (Clerk III) | <p>Maintains and updates Property Card (PC) for each class of PPE;</p> <p>2. Receives and records acquisition of PPE to Property Card based on Inspection and Acceptance Report (IAR) and other documents;</p> <p>3. Prepares and issues Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for semi-expandable property to establish accountability;</p> <p>4. Marks newly acquired PPE with identifying code (Property Tag Stickers) for easy referencing;</p> <p>5. Maintains database of List of Equipment issued to Accountable Officer;</p> <p>6. Prepared Property Transfer Report for transfer of PPE from one accountable officer, agency, fund cluster to another accountable officer, agency, fund cluster;</p> <p>7. Conducts physical count of PPE;</p> <p>8. Prepares Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and submits to Accounting Section every 10th of January;</p> <p>9. Prepares and maintains Inventory and Inspection Report for Unserviceable Property (IRUP) for dropping in the books of accounts, disposal and/or donations;</p> <p>10. Ensure that PPE has safeguard from losses, theft and pilferage; and</p> <p>11. Performs other duties and functions assigned from time to time by the Supply and Property Officer and Chief Administrative Officer of FAD.</p> | <p>Qualification Standards Education: Completion of two years studies in college Experience: None required Training: None required</p> <p>Preferred qualifications/attributes - Preferably office, business management graduate - Computer savvy (MS Office applications e.g Excel,Word, Powerpoint and Access) - Must have good oral and written communication skills - Work in own initiatives and forward thinking</p> |
| 1 | Project Administrative Assistant I (Accounting) | <p>1. Receive disbursement voucher (DV) of maintenance and other operating (MOOE) expenses from budget section and assigned DV number and records the same in the logbook;</p> <p>2. Reviews DV for completeness by vouching the propriety of supporting documents, validity of claims and check mathematical computations of footings and cross footings;</p> <p>3. Input data in e-NGAS software for Journal Entry Voucher (JEV) preparation;</p> <p>4. Receives the monthly Report of Collections and Deposits and input data in e-NGAS software for JEV preparation;</p> <p>5. Prepares JEV for liquidation of cash advances submitted by employees, project proponent and scholars;</p> <p>6. Generates and reconcile monthly Accounts Receivable Subsidiary Balances as follows: Due from National Government Agencies (NGAs) Due from Non-Government Organizations and Peoples Organization (NGOs/Pos) Advances to Officers and Employees</p> <p>7. Prepares aging of accounts receivable for distribution to concerned employees, project proponents and scholars;</p> <p>8. Generates and reconcile monthly Trust Fund Subsidiary Balances as follows: Due to National Government Agencies (NGAs) Other Payables</p> <p>9. Prepares quarterly Detailed Statement of Obligations and Disbursement for submission to COA – GAFMIS;</p> <p>10. Prepares Statement of Disbursement and Outstanding Obligations (SDOO) for the liquidation of trust funds;</p> <p>11. Prepares monthly bank reconciliation;</p> | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred qualifications/attributes: - Preferably a BS Accountancy graduate or any related course; - Can work with minimum supervision - Computer savvy (MS Office applications e.g Excel,Word,Powerpoint and Access) - Must have good oral and written communication skills - Work in own initiatives and forward thinking</p> |

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| 1 | Project Administrative Assistant I (Budget) | <p>1. In-charge of the receiving and outgoing of financial documents at the Budget Section;</p> <p>2. Assists in checking the completeness of the supporting documents received claims for payments (bills, approved MOA/contract, payroll and other documents);</p> <p>3. In-charge in the processing of payables chargeable against General Fund</p> <p>a. Prepares and accomplish Disbursement Voucher</p> <p>b. Prepares and accomplish two copies of Obligation Requests & Status (ORS) per payee</p> <p>c. Prepares the Monthly Monitoring Status of Quality Objectives of FAD-Budget Section (General Fund);</p> <p>4. Maintain Registry of Allotment, Obligations, Disbursement and Balances (PS, MOOE, CO);</p> <p>5. Assists in the preparation of budgetary and financial reports;</p> <p>6. Assists in the documentation and reproduction of budgetary/ financial reports /documents;</p> <p>7. Acts as co-Liaison Officer to DBM, Congress (House of Representatives and SENATE), and other government institution; and</p> <p>8. Performs other duties and functions assigned from time to time by the Head Budget Officer and Chief of Finance and Administrative Division.</p> | <p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job</p> <p>Experience: None required</p> <p>Training: None required</p> <p>Preferred qualifications/attributes:</p> <ul style="list-style-type: none"> - Preferably a BS Accountancy / BS Financial Management graduate; - Fresh graduate are open to apply - Can work with minimum supervision - Computer savvy (MS Office applications e.g Excel,Word,Powerpoint and Access) - Must have good oral and written communication skills - Work in own initiatives and forward thinking |
| 1 | Project Administrative Assistant III (Administrative Officer III) | <p>1. In-charge of receiving and outgoing of financial documents at the Budget Section;</p> <p>2. Assists in checking the completeness of the supporting documents received claims for payments (bills, approved MOA/Contract, payroll and other documents);</p> <p>3. In-charge of the processing of payables chargeable against Trust Fund projects</p> <p>Prepares and accomplish Disbursement Voucher</p> <p>Prepares and accomplish two copies of Budget Utilization Request and Status (BURS) per payee</p> <p>Prepares the Monthly Monitoring Status of Quality Objectives of FAD-Budget Section (Trust Fund);</p> <p>4. Assist in checking the Registry of Allotment, Obligations, Disbursement and Balances (PS, MOOE, CO);</p> <p>5. Maintain updated database for the Trust funded projects and S&T activities for the Current year;</p> <p>6. Maintain database of Releases and Disbursement for Trust Fund projects;</p> <p>7. Maintain updated database of funded GIA projects and S&T activities for the current year (supporting documents for BAR 1 and Transparency seal);</p> <p>8. Assists in maintaining the database of General Fund-Cash Releases and Utilization for the monitoring of the monthly/quarterly cash utilization of the Council;</p> <p>9. Assists in the preparation of budgetary and financial reports;</p> <p>10. Assists in the documentation and reproduction of budgetary/ financial reports /documents;</p> <p>11. Acts as co-Liaison Officer to DBM, Congress (House of Representatives and SENATE), and other government institution;</p> | <p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job</p> <p>Experience: None required</p> <p>Training: None required</p> <p>Preferred qualifications/attributes:</p> <ul style="list-style-type: none"> - Preferably a BS Accountancy / BS Financial Management graduate; - at least 3 years of relevant experience - Can work with minimum supervision - Proficient in MS Office applications e.g Excel,Word,Powerpoint and Access) - Must have good oral and written communication skills - Work in own initiatives and forward thinking |

| Research and Development Management Division (RDMD) | | | |
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| 1 | Project Administrative Assistant IV | <p>1. Assist the division in activities related to planning, M&E, and office management, such as:</p> <ol style="list-style-type: none"> Maintenance, regular updating, and amending of existing databases and/or setting up of new database for planning, M&E, and office management data/information; Review and consolidation of data and figures necessary for the division's strategy development, as well as preparation and submission of required reports; Attendance to meetings and other related activities <p>2. Perform routine administrative, organizational and operational tasks of the division including logistical support to the staff;</p> <p>3. Coordinate and communicate administrative concerns with other divisions and stakeholders including preparation of reports and minutes of meetings;</p> <p>4. Assist the PNHRs Research Agenda Management Committee (RAMC) in activities related to research agenda setting, monitoring and evaluation, and assessment.</p> <p>5. Perform other tasks as assigned and/or approved by the Division Chief.</p> | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred qualifications/attributes</p> <ul style="list-style-type: none"> • Preferably a graduate of Biology, Pharmacy or Chemistry courses; • Preferably with experience in research or managing research and development grants and projects • Computer literate; |
| 12 | Project Technical Assistant IV | <p>1. Process assigned proposals in accordance to the PCHRD review mechanism compliant to the GIA guidelines, DOST protocols and instructions, and other related rules and regulations. General activities will include as follows:</p> <ol style="list-style-type: none"> Screening and reviewing of proposals in terms of alignment, duplication, and completeness. Facilitating external reviews with identified technical/field experts. Preparing applicable documents and materials prior, during, and after the evaluation process. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project. Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews. Presenting project and budget to division chief and/or senior staff, PNHRs GC, and DOST EXECOM for approval. Assisting in the processing of MOA and fund releases. <p>2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows:</p> <ol style="list-style-type: none"> Developing an M&E plan for each assigned project. Conducting site and institutional visits as necessary. Preparing site visit report Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments. Resolving conflicts and issues related to project implementation. <p>3. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc.</p> <p>4. Perform other duties and functions as assigned by immediate head and Chief SRS of RDMD.</p> | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred qualifications/attributes</p> <ul style="list-style-type: none"> • Preferably a graduate of Biology, Pharmacy or Chemistry courses; • Preferably with experience in research or managing research and development grants and projects • Computer literate; |
| 5 | Project Technical Specialist I | <p>1. Process assigned proposals in accordance to the PCHRD review mechanism compliant to the GIA guidelines, DOST protocols and instructions, and other related rules and regulations. General activities will include as follows:</p> <ol style="list-style-type: none"> Screening and reviewing of proposals in terms of alignment, duplication, and completeness. Facilitating external reviews with identified technical/field experts. Preparing applicable documents and materials prior, during, and after the evaluation process. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project. Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews. Presenting project and budget to division chief and/or senior staff, PNHRs GC, and DOST EXECOM for approval. Assisting in the processing of MOA and fund releases. <p>2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows:</p> <ol style="list-style-type: none"> Developing an M&E plan for each assigned project. Conducting site and institutional visits as necessary. Preparing site visit reports. Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments. Resolving conflicts and issues related to project implementation. <p>3. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc.</p> <p>4. Assist immediate head (priority area program lead) in the achievement of the program area outputs by providing insights & suggestions to structure and framework; and developing timely and creative strategies for execution. Prepare pertinent reports as instructed by immediate head.</p> <p>5. Perform other duties and functions as assigned by the immediate head and Chief SRS of RDMD.</p> | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred qualifications/attributes</p> <ul style="list-style-type: none"> • Preferably a graduate of Biology, Pharmacy or Chemistry courses; • Preferably with experience in research or managing research and development grants and projects • Computer literate; • Proficient in MS Office |

| Institutional Development Division (IDD) | | | |
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| 7 | Project Technical Assistant IV (Science Research Specialist I) | <p>A. Manages the PHREB CIDTA activities as follows:</p> <ol style="list-style-type: none"> 1. receives/process requests for trainings by RECS and other institutions; 2. schedules various ethics training requests including availability of trainers; 3. prepares documents, slide presentations, feedback forms to requesting RECS /institutions; 4. coordinates with trainers, RECs, and other stakeholders; 5. assists PHREB CIDTA trainers in the conduct of ethics trainings and assists in other logistics including payment of the honoraria of the trainers; 6. Prepares/updates slide presentations for the trainings as requested by the trainers; 7. answers queries (emails, phone calls, etc.) on ethics and ethics trainings; 8. prepares SOs, activity proposals, reports, and other documents regarding CIDTA activities; 9. organizes CIDTA quarter/special meetings; 10. prepares agenda, minutes of the meeting, feedback forms, and other logistics for the meeting; 11. files documents of trainings and updates database on CIDTA trainings 12. prepares reports on CIDTA and other ethics activities. <p>B. Handles the National Directory of Patients Database</p> <ol style="list-style-type: none"> 1. Update existing patient support, patient advocacy, and civil society organizations <p>C. Performs other PHREB tasks and other tasks that may be assigned by the supervisor, Division Chief, etc.</p> | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in Computer Science, IT, Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral |
| 6 | Project Technical Specialist I (Science Research Specialist II) | <ol style="list-style-type: none"> 1. Assists in organizing meeting of scholars; 2. Assists in preparing necessary documents and facilitates release of scholars benefits; 3. Undertakes data banking and filing system for all pertinent documents related to ASTHRDP; 4. Assists in monitoring and tracking of the progress of all scholars; 5. Prepares communications and other reports related to Human Resource Development program; 6. Coordinates with SEI, host institutions and other stakeholders in matters pertaining to scholarships; 7. Performs other related functions which may be assigned from time to time | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in IT Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral character |
| 2 | Project Technical Specialist IV (Senior Science Research Specialist) | <p>Provides guidance in planning/implementing activities of Regional Health Research and Development Consortia (RHRDC) under the Luzon and Visayas clusters</p> <p>Coordinates and manages operations and projects/activities as the Regional Program Manager in assigned RHRDCs</p> <p>Evaluates proposals requesting financial support submitted by RHRDCs</p> <p>Monitors and facilitates implementation of RHRDC activities in Regions</p> <p>Prepares correspondences/reports related to RHRDC activities in Regions</p> <p>Attends meetings and Identifies/facilitates collaboration schemes with partner agencies</p> <p>Manages the effective and timely operations and activities of the Balik Scientist Program;</p> <p>Acts as the IDD Focal Person for Planning and ISO concerns;</p> <p>Develops concept papers, terms of references, activity proposals for new network/institution development programs</p> <p>Coordinates and manages special network/institution development programs;</p> <p>Supports the IDD Division Chief in preparing technical reports, presentations and other documents required by collaborative partners;</p> <p>Assists in the dissemination, promotion and effective implementation of other capacity building programs of the Council;</p> <p>Performs other functions that may be assigned by the Executive Director/Division Chief/Supervising Science Research Specialist</p> | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: Two (2) years of relevant experience Training: Eight (8) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> - Bachelor's degree preferably in Health-related science courses - Must be excellent in MS Office applications (Word, Excel, PowerPoint) - Proficient in both oral and written communications - Innovative, multi-tasker, ethical and has good interpersonal skills - With good interpersonal skill, work attitude and moral character - Willing to work beyond office hours, even during weekends |

| Research, Information, Communication and Utilization Division (RICUD) | | | |
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| 3 | Project Technical Assistant III (Project Assistant III) | <p>1. Network and Information Systems Management</p> <ul style="list-style-type: none"> ☒ Assist in the LAN administration of the organization. ☒ Provides technical support to end-users. ☒ Responsible for the maintenance of computer stations and software for company. ☒ Assists in implementing and maintaining network security. ☒ Assists in designing and organizing the system network. ☒ Ensures proper connectivity to all the end users in the organization. ☒ Manages software licenses on a company-wide basis. ☒ Responsible for the inventory management of software licenses, software, hardware and other IT supplies. ☒ Assists in backup and disaster recovery measures. ☒ Creates network accounts for new users. ☒ Assists in purchasing software, hardware and other IT supplies as directed by superiors. ☒ Responsible for trainings, seminars, and workshops for software clients. <p>2. ISO</p> <ul style="list-style-type: none"> ☒ Responsible for updating ISO-based documents (e.g. Master Lists, PM's and WI's) as needed. ☒ Accurately completes and submits status reports in a timely manner. ☒ Assist in enforcement of development deadlines and schedules. ☒ Assist in the implementation of ISO guidelines. <p>3. Perform other duties as assigned.</p> | <p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Preferably a Graduate of BSIT / BS Computer Science • Computer Literate • Preferably with Knowledge and Skills in Joomla, PHP, MySQL • Professional Experience in Programming with PHP/MySQL |
| 3 | Project Technical Assistant IV (Science Research Specialist I) | <ol style="list-style-type: none"> 1. Collaborates with HERDIN Plus Team to determine activity needs. 2. Identifies relevant data sources, gather information through research (web searching) 3. Works with HERDIN Plus System programmers for system enhancement 4. Prepares reports 5. Manages/secures files and data from HERDIN Plus database. | <p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job Experience: None required Training: None required</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Preferably a Graduate of Bachelor's Degree in Mass Communication/ Development Communication/ Health or equivalent • Strong interest in health science • At least a year of working experience in the related field • Familiar with the latest updates on SEO, SEM, |
| 2 | Project Technical Assistant VI | <ol style="list-style-type: none"> 1. Communication Program <ul style="list-style-type: none"> ☒ Formulate plans and strategies for the achievement of assigned communication program/s; ☒ Take charge of the content development and updating of PCHRD publications; and their distribution/posting; ☒ Manage the PCHRD Website and Social Media Account; ☒ Write speeches and presentations for PCHRD Executive Director and/or DOST Officials; ☒ Prepare and implement a communication plan of assigned research projects/programs; 2. Project Management <ul style="list-style-type: none"> ☒ Evaluate, facilitate approval and fund releases, and monitor dissemination programs supported under GIA 3. ISO Process Owner <ul style="list-style-type: none"> ☒ Support to Research Dissemination. Update and enhance process manuals; monitor efficiency and effectiveness of the program. 4. Perform other duties and functions assigned by the Division Chief | <p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in Communication, Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral character |

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| 2 | Project Technical Assistant VI | <p>1. Network and Information Systems Management</p> <ul style="list-style-type: none"> ☒ Assist in the LAN administration of the organization. ☒ Provides technical support to end-users. ☒ Responsible for the maintenance of computer stations and software for company. ☒ Assists in implementing and maintaining network security. ☒ Assists in designing and organizing the system network. ☒ Ensures proper connectivity to all the end users in the organization. ☒ Manages software licenses on a company-wide basis. ☒ Responsible for the inventory management of software licenses, software, hardware and other IT supplies. ☒ Assists in backup and disaster recovery measures. ☒ Creates network accounts for new users. ☒ Assists in purchasing software, hardware and other IT supplies as directed by superiors. ☒ Responsible for trainings, seminars, and workshops for software clients. <p>2. ISO</p> <ul style="list-style-type: none"> ☒ Responsible for updating ISO-based documents (e.g. Master Lists, PM's and WI's) as needed. ☒ Accurately completes and submits status reports in a timely manner. ☒ Assist in enforcement of development deadlines and schedules. | <p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job</p> <p>Experience: 1 year of relevant experience</p> <p>Training: 4 hours of relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Preferably a Graduate of BSIT / BS Computer Science • Computer Literate • Preferably with Knowledge and Skills in Joomla, PHP, MySQL • Professional Experience in Programming with PHP/MySQL |
| 3 | Project Technical Assistant VI (Computer Programmer II) | <p>1. Information Systems Development</p> <ul style="list-style-type: none"> ☒ Write, update, and maintain computer programs or software packages to handle specific jobs. ☒ Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic. ☒ Consult with managerial and technical personnel to clarify program intent, identify problems, and suggest changes. ☒ Perform systems analysis and programming tasks to maintain and control the use of computer systems software. <p>2. Information Systems Documentation</p> <ul style="list-style-type: none"> ☒ Compile and write documentation (e.g. manuals and how-to's) of programs developed and subsequent revisions, inserting comments in the coded instructions so others can understand the program. ☒ Submits reports in a timely manner. <p>3. Information Systems Maintenance and Enhancement</p> <ul style="list-style-type: none"> ☒ Define and resolve problems in running computer programs. ☒ Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced. ☒ Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct. ☒ Perform or direct revision, repair, or expansion of existing programs to increase | <p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job</p> <p>Experience: 1 year of relevant experience</p> <p>Training: 4 hours of relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Preferably a Graduate of BSIT / BS Computer Science • Computer Literate • Preferably with Knowledge and Skills in Joomla, PHP, MySQL • Professional Experience in Programming with PHP/MySQL |
| 1 | Project Technical Specialist I (Science Research Specialist II) | <p>1. Ahead Program Management</p> <p>1.1. Prepare AHEAD's Work and Financial Plan</p> <p>1.2. Regularly advise PCHRD lead of the status of the project and its funds; prepare early the reports and supporting documents to secure the next releases from DOH</p> <p>1.3. Define information required from division point persons, from which the latter will require from the project officers in their perspectives divisions. The divisions are accountable overall of the projects under them. The coordinator attends project meetings of divisions as a matter of exception.</p> <p>1.4. Track project status through the division point person or division chief.</p> <p>Work with Project Management System (PMS) and ICT team to generate project reports and / or develop dashboards.</p> <p>1.5. Liaise with the Human Resource unit of the Council and ensure that personnel under the program are recruited, and remunerated on time</p> <p>1.6. Schedule and monitor the monthly meetings at PCHRD, quarterly meetings with DOH to assess AHEAD's progress and concerns. Attend to the scheduling and documentation of the meetings as well as monitor the actions arising therefrom.</p> <p>1.7. Generate project status reports every 15th and 30th of the month for submission to DOH.</p> <p>1.8. Generate monthly, quarterly and annual program reports for PCHRD and DOH</p> <p>2. Other DOH Programs at PCHRD</p> <p>2.1. Provide advisory services where necessary</p> <p>3. QMS. Process Improvements</p> <p>Maintain monitoring tools to assess conformance to the processes and achievement of objectives / targets</p> | <p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job</p> <p>Experience: 1 year of relevant experience</p> <p>Training: Four (4) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in Communication, Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral character |

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| 1 | Project Technical Specialist I (Science Research Specialist II) | <ol style="list-style-type: none"> 1. Evaluate projects for possible funding; 2. Monitor assigned projects; 3. Prepare reports, presentations, or minutes of meetings related to IPTM; 4. Organize and/or conduct project meetings; 5. Assist in the operations of the IPTM unit | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in IT Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral character |
| 1 | Project Technical Specialist I (Science Research Specialist II) | <p>A. Communication Planning and Implementation</p> <ol style="list-style-type: none"> 1. Conceptualizes, develops and implements promotional materials such as videos, animations, documentaries, social media, adhering to the Council's branding; 2. Leads in Talakayang HeART Beat (press conferences) programs; 3. Writes press releases and speaker; 4. Covers events and prepares communication materials from these events; 5. Coordinates Siyensikat episodes and engagements with DOSTv sa Radyo; 6. Assists with HeART on the selected program (FB activity); 7. Participates in assigned communication-related committees; 8. Assists in the preparation and execution of exhibits (NSTW, RSTW, NBW, PNHR, PCHR anniversary, etc) <p>B. Monitors the reach, effectiveness, utilization and impact of assigned communication programs;</p> <p>C. Serves as secretariat of the PNHR RU Committee;</p> <p>D. As process owner, continuously improve QMS relating to the Communication Program;</p> <p>E. Performs other functions as may be assigned by the Division Chief.</p> | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in Communication, Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral character |
| 1 | Project Technical Specialist I | <p>A. Project Management</p> <ol style="list-style-type: none"> 1. To solicit and implement R&D activities under the ICT for Health (eHealth) priorities 2. To monitor the implementation of approved project's activities and objectives <p>B. eHealth National Program</p> <ol style="list-style-type: none"> 2. To provide secretariat support eHealth Governance <p>C. ICT for Health Agenda</p> <ol style="list-style-type: none"> 1. To update ICT for Health Agenda Priority in NUHRA <p>D. To perform other duties and functions assigned from time to time</p> | <p>Qualification Standards Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: Four (4) hours relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> • Bachelor's degree preferably in Communication, Social Science/Health related courses • Must be excellent in MS Office applications (Word, Excel, Powerpoint) • Proficient in both oral and written communications • With good interpersonal skill, work attitude and moral character |
| 6 | Project Technical Specialist II | <p>1. Development/Review of Terms of References/Project Briefs</p> <ol style="list-style-type: none"> a) Assist in the development/review/revision of TOR/project briefs with the DOH Program Manager concerned; b) Coordinate with internal DOH units (i.e.,programs) and PCHR (when necessary) on the development and finalization of the TOR; c) Facilitates approval of Terms of References/project briefs <p>2. Review and approval of research proposals/inception reports</p> <ol style="list-style-type: none"> a) Ensure completeness of document submission from PCHR and other institutional partners; b) Conduct preliminary reviews of research proposals/inception reports provide technical input as deemed necessary; c) Facilitate and coordinate technical review of other DOH units; d) Participate in en banc review as a technical reviewer and represent HPDPB-HRB if necessary; <p>e) Document agreements and action points emanating from an enbanc reviews of research proposals</p> <p>3. Support oversight by HPDPB-HRD of AHEAD project implementation</p> <ol style="list-style-type: none"> a) Develop, adapt, refine and maintain collaborative tools and systems to generate program dashboard and progress reports b) Monitor overall plan and program implementation based on KPIs c) Consolidate progress reports into comprehensive Program report on a quarterly basis (highlighting positive accomplishments, areas with issues, risks or that need improvement, and actions needed from top management to keep the program on track) d) Schedule, hold and document meetings of the Advisory and | <p>Qualification Standard Education: Bachelor's degree relevant to job Experience: Two (2) years of relevant experience Training: Eight (8) hours of relevant training</p> <p>Preferred Qualifications/ Attributes</p> <p>Preferably with (2) years' experience in research management, including budget development; grant research writing; project and resource management; and project monitoring and evaluation; Committed to high professional ethical standards; With demonstrated leadership in managing programs or major initiatives, staff, teams or groups; Possesses good analytical and critical thinking skills; Has good interpersonal and coordination skills; Can communicate well, both in verbal and written communication; Proficient with the use of computer and computer networks (Internet); and, Works well in a team across different organizations and networks</p> |

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| 1 | Project Technical Specialist IV (Information System Analyst III) | <p>1. Information Systems Development</p> <ul style="list-style-type: none"> ☒ Write, update, and maintain computer programs or software packages to handle specific jobs. ☒ Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic. ☒ Consult with managerial and technical personnel to clarify program intent, identify problems, and suggest changes. ☒ Perform systems analysis and programming tasks to maintain and control the use of computer systems software. <p>2. Information Systems Documentation</p> <ul style="list-style-type: none"> ☒ Compile and write documentation (e.g. manuals and how-to's) of programs developed and subsequent revisions, inserting comments in the coded instructions so others can understand the program. ☒ Submits reports in a timely manner. <p>3. Information Systems Maintenance and Enhancement</p> <ul style="list-style-type: none"> ☒ Define and resolve problems in running computer programs. ☒ Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced. ☒ Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct. ☒ Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements. <p>4. Other Duties</p> <ul style="list-style-type: none"> ☒ Conduct training, seminars, and workshops for software clients. ☒ Participate in implementing the DM's and MW's. | <p>Qualification Standards</p> <p>Education: Bachelor's degree relevant to the job</p> <p>Experience: Two(2) years of relevant experience</p> <p>Training: Eight (8) hours of relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> •Preferably a Graduate of BSIT / BS Computer Science •Computer Literate •Preferably with Knowledge and Skills in Joomla, PHP, MySQL •Professional Experience in Programming with PHP/MySQL |
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Signature Over Printed Name of
Authorized Representative

Date:

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

Breakdown of Bid For 79 Positions

Name of Bidder: _____

| DIVISION | POSITION TITLE | SALARY GRADE | NO. OF POSITIONS (A) | NO. OF MONTHS (B) | TOTAL BILL PER MONTH (C) | TOTAL (D) = A * B * C |
|-----------------|--|---------------------|-----------------------------|--------------------------|---------------------------------|------------------------------|
| OED | Project Administrative Assistant I | 10 | 1 | 12 | | |
| | | | | | | |
| FAD | Project Administrative Assistant III (Administrative Officer II) | 12 | 1 | 12 | | |
| | Project Administrative Assistant II (Human Resource Management Officer II) | 11 | 1 | 12 | | |
| | Project Administrative Assistant I (Information Officer I) | 10 | 1 | 12 | | |
| | Project Administrative Assistant I (Records Officer I) | 10 | 1 | 12 | | |
| | Project Administrative Assistant I (HRMO I) | 10 | 1 | 12 | | |
| | Project Administrative Assistant I (Accounting) | 10 | 1 | 12 | | |
| | Project Administrative Assistant I (Budget) | 10 | 1 | 12 | | |
| | Project Administrative Assistant I (HRMO I) | 10 | 1 | 12 | | |
| | Project Administrative Aide VI (Administrative Assistant III) | 9 | 1 | 12 | | |
| | Project Administrative Aide V (Administrative Assistant II) | 8 | 2 | 12 | | |
| | Project Clerk III (Clerk III) | 6 | 1 | 12 | | |
| | Project Administrative Aide I (Driver II) | 4 | 3 | 12 | | |
| | Project Laborer II (Laborer II) | 2 | 6 | 12 | | |
| | | | | | | |

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|-------|---|----|-----------|----|--|----------|
| RDMD | Project Technical Specialist I | 16 | 5 | 12 | | |
| | Project Technical Assistant IV | 13 | 1 | 12 | | |
| | Project Administrative Assistant IV | 13 | 12 | 12 | | |
| | | | | | | |
| IDD | Project Technical Specialist IV (Senior Science Research Specialist) | 19 | 2 | 12 | | |
| | Project Technical Specialist I (Science Research Specialist II) | 16 | 6 | 12 | | |
| | Project Technical Assistant IV (Science Research Specialist I) | 13 | 7 | 12 | | |
| | | | | | | |
| RICUD | Project Technical Specialist II | 17 | 4 | 12 | | |
| | Project Technical Specialist I (Science Research Specialist II) | 16 | 4 | 12 | | |
| | Project Technical Assistant VI | 15 | 5 | 12 | | |
| | Project Technical Assistant IV (Science Research Specialist I) | 13 | 1 | 12 | | |
| | | | | | | |
| ICT | Project Technical Specialist IV (Information System Analyst III) | 19 | 1 | 12 | | |
| | Project Technical Specialist II | 17 | 2 | 12 | | |
| | Project Technical Assistant VI | 15 | 2 | 12 | | |
| | Project Technical Assistant IV (Science Research Specialist I) | 13 | 2 | 12 | | |
| | Project Technical Assistant III (Project Assistant III) | 11 | 3 | 12 | | |
| | | | | | | |
| | GRAND TOTAL | | 79 | | | ₱ |

Signature Over Printed Name of
Authorized Representative

Date: _____

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

Detailed Computation of Bid Price for 79 Personnel

Name of Bidder: _____

| PARTICULARS | DAY SHIFT | | | | | | | | | | | | | TOTAL BID PRICE |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------------|
| | SG 2 | SG 4 | SG 6 | SG 8 | SG 9 | SG 10 | SG 11 | SG 12 | SG 13 | SG 15 | SG 16 | SG 17 | SG 19 | |
| No. of Days in a Year (260 days) | | | | | | | | | | | | | | |
| A) Amount Payable to the Service Personnel | | | | | | | | | | | | | | |
| Monthly Rate | 13,819.00 | 15,586.00 | 17,553.00 | 19,744.00 | 21,129.00 | 23,176.00 | 27,000.00 | 29,165.00 | 31,320.00 | 36,619.00 | 39,672.00 | 43,030.00 | 51,357.00 | |
| 13 th Month Pay | | | | | | | | | | | | | | |
| Service Incentive Leave (5 days) | | | | | | | | | | | | | | |
| Sub-total (A) | | | | | | | | | | | | | | |
| B) Amount Payable to the Government | | | | | | | | | | | | | | |
| SSS Contribution | | | | | | | | | | | | | | |
| ECC | | | | | | | | | | | | | | |
| PHIC Premium | | | | | | | | | | | | | | |
| Pag-IBIG Contribution | | | | | | | | | | | | | | |
| Sub-total (B) | | | | | | | | | | | | | | |
| TOTAL PAYABLE TO SERVICE PERSONNEL AND GOVT. (A+B) | | | | | | | | | | | | | | |
| C) Administrative Cost | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | |
| D) Value Added Tax (12%) | | | | | | | | | | | | | | |
| TOTAL COMPUTATION PER MONTH | | | | | | | | | | | | | | |
| TOTAL NO. OF PERSONNEL | 6 | 3 | 1 | 2 | 1 | 7 | 4 | 1 | 23 | 7 | 15 | 6 | 3 | |
| NO. OF MONTHS (DURATION) | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | |
| GRAND TOTAL | | | | | | | | | | | | | | PHP _____ |

 Signature Over Printed Name of
 Authorized Representative
 Date: _____