



NOTICE OF VACANT POSITIONS As of January 18, 2023

Research Information Communication and Utilization Division

I. One (1) Project Technical Assistant VI – ICT (Outsourced)

Basic Salary : Php 36,619/month (SG 15)

Plantilla Item No. : N/A

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 (Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Information Technology / Computer Science or any related courses;
- Knowledgeable in Laravel, Joomla, WordPress, PHP Frameworks, MySQL, CSS, Javascript and HTML;
- Has the ability to think logically and understand complex ideas and data;
- With good interpersonal skill, work attitude, and moral character;
- Must be coachable, a team-player, and can work under pressure with minimum supervision.

Duties and Responsibilities

1. Information System Development

- 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



2. Information Systems Documentation

- 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;
- Submit reports in a timely manner.

3. Information System Maintenance and Enhancement

- Define and resolve problems in running computer programs;
- Correct errors by making appropriate changes and checking 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.

4. Other duties

- Conduct training, seminars and workshops for software clients;
- Participate in implementing the PMs and WIs;
- Assist in updating and documenting of PMs and WIs;
- Perform other duties as assigned by the Division Chief.

Finance and Administrative Division

I. One (1) Project Utility Aide II – Property and Supply Section (Outsourced)

Basic Salary : Php 13,819/month (SG 2)

Plantilla Item No. : N/A

Qualification Standard

Education: Must be able to read and write

Experience: None required

Training: None required

Eligibility: None required

Preferred Qualifications/ Attributes

- Female with at least 6 months experience in housekeeping services;
- With good interpersonal skills.

Duties and Responsibilities

1. Performs housekeeping tasks and responsibilities;
2. Maintain the cleanliness of PCHRD Grounds and Area of Responsibility;
3. Maintain cleanliness of PCHRD Office and Building Facilities;
4. Perform frequent disinfection of critical surfaces as part of mitigation of spread of bacteria and viruses;
5. Perform general cleaning of the building facilities at least once a week;



6. Assists in the inspection of building facilities and surrounding areas in relation to maintenance, sanitation and cleanliness;
7. Maintain greenscapes by monitoring health of plants, trimming of trees and shrubs, grass cutting and clearing of debris and litters;
8. Monitor and ensure the proper segregation and disposal of solid waste;
9. Assist in the requisition of supplies, materials and equipment needed for cleaning and maintenance duties; and
10. Perform other related duties as may be assigned by the immediate supervisor and FAD Chief.

Research and Development Management Division

I. One (1) Project Technical Assistant IV – FNF (Outsourced)

Basic Salary: 31,320.00/month (SG 13)

Plantilla Item No.: N/A

Qualification Standard

Education: Bachelor's degree relevant to the job

Experience: None required

Training: None required

Eligibility: Career Service (Professional)/Second Level Eligibility
(Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Food Science / Food Technology / Nutrition or related courses;
- Has training/background in Project Management;
- Familiar with the implementation of R & D projects
- With good decision making and analytical thinking skills;
- With excellent oral and written communication skills;
- With a strong work ethic and positive attitude;
- Must be coachable, a team player, and can work under pressure with minimum supervision; and
- Knowledgeable in computer office applications.

Duties and Responsibilities

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:
 - a. Screening and reviewing of proposals in terms of alignment, duplication, and completeness.



- b. Facilitating external reviews with identified technical/field experts.
 - c. Preparing applicable documents and materials prior, during, and after the evaluation process.
 - d. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project.
 - e. Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews.
 - f. Presenting project and budget to division chief and/or senior staff, PNHRSGC, and DOST EXECOM for approval.
 - g. Assisting in the processing of MOA and fund releases.
2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows:
 - a. Developing an M&E plan for each assigned project.
 - b. Conducting site and institutional visits as necessary. Preparing site visit reports.
 - c. Monitoring and checking of progress and deliverables/outputs based on the project timeline and commitments
 - d. Resolving conflicts and issues related to project implementation.
3. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc.
4. Perform other duties and functions as assigned by the division chief or immediate head.

DOST-PCHRD encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to signify their interest in writing. DOST-PCHRD complies with the Equal Employment Opportunity Policy (EEOP) and that no person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability 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 **February 1, 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;
2. Accomplished Work Experience Sheet;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license (if applicable);
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



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

8. Application Letter addressed to:

DR. JAIME C. MONTOYA
Executive Director III

In compliance with the guidelines on the nationwide implementation of alert level system for Covid-19 response and to reduce transmission and contact rates among individuals in the workplace, QUALIFIED APPLICANTS are advised to send through email their application requirements addressed to:

MR. EARVIN JAMES P. MILANTE
Administrative Officer V
Human Resource Management Section
Philippine Council for Health Research and Development -DOST
Saliksik Building, General Santos Avenue, Bicutan, Taguig City
recruitment@pchrd.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director III

Date Posted: January 18, 2023