



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT PLANTILLA POSITIONS As of February 02, 2023

Finance and Administrative Division

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

Basic Salary: 46,725.00/month (SG 18)
Plantilla Item No.: PCHRDB-ADOF5-4-2004

Qualification Standard

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

Preferred Qualifications/ Attributes

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

Duties and Responsibilities

1. Supervises the preparation and submission of budget estimates of the Council for the ensuing calendar year;
2. Prepares statements/justifications of budget estimated to be submitted to the DBM and before committees of the Congress (Committee on Appropriation-BATASAN, Committee in Finance-SENATE);
3. Prepares the re-alignment of expenditures of the Council in accordance with the appropriations act, the appropriations reserve and quarterly/semi-annual/annually allotment by item and projects and prepares expenditures for the Council in accordance with the Program Expenditure Classification (PREXC);



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4. Coordinates with the technical divisions in the preparation of S&T and R&D program, plans, projects of the Council;
5. Initiates the study, review and analyses of the existing budgetary methods and fiscal operation procedures to ascertain weaknesses and deficiencies requiring correction;
6. Assists the Executive Director or his representative/s during hearing conducted in the Office of DBM and before committees of the Congress in connection with the proposed budget of the Council;
7. Reviews fiscal documents and accounts relating to disbursement of funds;
8. Exercises control over the budgeted expenditures of the Council and reviews expense vouchers covering payment against authorized allotment;
9. Prepares re-allotment of funds and corresponding changes in the approved Annual Work and Financial Plans of the Council;
10. Supervises the preparation and submission of the monthly/quarterly/semi-annual/annual budgetary and other related reports as required by DBM, COA, DOST, Congress, NEDA and other government agencies;
11. Prepares correspondence concerning financial/budgetary matters for signature of the Executive Director/Officer-in-charge;
12. Signs official financial/budgetary documents/reports and other related correspondence;
13. Signs Obligation Request and Status (ORS); Budget Utilization Request and Status (BURS);
14. ISO Process owner of the Processing of Obligation Request;
15. Performs other duties and functions as assigned by the Chief Administrative Officer and/or Executive Director.

Research Information Communication and Utilization Division

I. One (1) Science Research Specialist II

Basic Salary: 39,672.00/month (SG 16)

Plantilla Item No.: PCHRDB-SRAS2-3-1998

Qualification Standard

Education: Bachelor's degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility

Place of Assignment Research Information Communication and Utilization Division,
PCHR Office



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Preferred Qualifications/ Attributes

- Bachelor's degree preferably Health Related or Health Economics courses;
- With experience in Project Management;
- With exceptional communication, interpersonal, and decision-making skills;
- Knowledgeable in intellectual property protection, health technology management and commercialization

Duties and Responsibilities

1. Provide technical, administrative and secretariat support to HearTNovation Program and other IPTM activities;
2. Evaluate and manage the PCHRD HearTNovation Portfolio;
3. Formulate and/or adopt technology transfer strategies to ensure that commercializable results are transferred to the production sector;
4. Lead in the identification of IPs in proposals submitted for funding;
5. Facilitate technology scanning and patent mapping;
6. Program Management of IPROTECH, PHRIME, Capacity Building and IPTM information dissemination activities;
7. Perform other duties as assigned by the Division Chief and/or Immediate Supervisor.

II. One (1) Science Research Specialist II

Basic Salary: 39,672.00/month (SG 16)
Plantilla Item No.: PCHRDB-SRAS2-8-1998

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)/Second Level Eligibility
Place of Assignment Research Information Communication and Utilization Division, PCHRD Office

Preferred Qualifications/ Attributes

- Graduate of bachelor's degree preferably in Information Technology / Computer Science or any related courses;
- Knowledgeable in PHP Frameworks and CMS Platforms such as Laravel, Joomla, WordPress, PHP, MySQL, CSS, Javascript, HTML, Git, Linux Server Management;
- 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. Server Management
 - Install or uninstall software
 - Configure and secure servers
 - Secure files and directories using ACLs
 - Execute custom scripts to perform repetitive administrative tasks
5. 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 and/or Immediate Supervisor.

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,



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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 16, 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;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of certificates of training/seminars attended;
7. Photocopy of Service Record/Certificate of Work Experience/Certificate of Employment; and
8. Application Letter addressed to:

DR. JAIME C. MONTOYA
Executive Director III

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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

Date Posted: February 02, 2023