



Project ID : PCHRD – PB – 2021 – 09  
Project Name : Procurement of Third-Party Workforce Service Provider (Outsourcing of Workforce Services for Year 2022)  
Project Location : DOST-PCHRD Office, PCHRD Saliksik Building, Sikap Street, DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City

---

**SUPPLEMENTAL / BID BULLETIN NO. 1**

November 26, 2021

**Subject : Modification / Amendment of Some Provisions in the Bidding Documents**

In connection with the project stated above advertised at the PhilGEPS and PCHRD Website on November 18, 2021; this Supplemental / Bid Bulletin No. 1 is issued to modify and amend some provisions in the Bidding Documents. Attached is the updated Annex C – “2022 Outsourcing Requirements” and Section VIII – Checklist of Technical and Financial Documents.


**I. Modification / Amendment of Some Provisions in the Bidding Documents**

ORIGINAL PROVISION	AMENDMENT / CHANGE / CLARIFICATION
<b><i>From:</i></b>  <b><i>Annex C: “2022 Outsourcing Requirements”</i></b>  <b>➤ One (1) Project Technical Specialist I (Science Research Specialist II) (RICUD)</b> <ul style="list-style-type: none"><li>Qualification Standards:<ul style="list-style-type: none"><li>Education: Master's degree relevant to the job</li><li>Experience: Four (4) years of supervisory and management experience</li><li>Training: Forty (40) hrs of supervisory / mgmt learning &amp; devt intervention</li></ul></li><li>Preferred Qualifications/ Attributes<ul style="list-style-type: none"><li>Bachelor’s degree preferably in Social Science/Health related courses</li><li>Must be excellent in MS Office applications (Word, Excel, Powerpoint)</li></ul></li></ul>	<b><i>To:</i></b>  <b><i>Annex C: “2022 Outsourcing Requirements”</i></b>  <b>➤ One (1) Project Technical Specialist I (Science Research Specialist II) (RICUD)</b> <ul style="list-style-type: none"><li><b><i>Qualification Standards:</i></b><ul style="list-style-type: none"><li><b><i>Education: Bachelor's degree relevant to the job</i></b></li><li><b><i>Experience: 1 year of relevant experience</i></b></li><li><b><i>Training: Four (4) hours relevant training</i></b></li></ul></li><li><b><i>Preferred Qualifications/ Attributes</i></b><ul style="list-style-type: none"><li><b><i>Bachelor’s degree preferably in Communication, Social Science/ Health related courses</i></b></li><li><b><i>Must be excellent in MS Office applications (Word, Excel, Powerpoint)</i></b></li><li><b><i>Proficient in both oral and written communications</i></b></li></ul></li></ul>

<ul style="list-style-type: none"> <li>- Proficient in both oral and written communications</li> <li>- With good interpersonal skill, work attitude and moral character</li> </ul>	<ul style="list-style-type: none"> <li>- <i>With good interpersonal skill, work attitude and moral character</i></li> </ul>
<p><b><i>From:</i></b></p> <p><b><i>Section VIII. Checklist of Technical and Financial Documents</i></b></p> <p>➤ Duly licensed and registered Service Contractor in accordance with Department Order (DO) No. 18-A, Series of 2011 or DO No. 18-A11 of the Department of Labor and Employment. Certification must be submitted;</p>	<p><b><i>To:</i></b></p> <p><b><i>Section VIII. Checklist of Technical and Financial Documents</i></b></p> <p>➤ <i>Duly licensed and registered Service Contractor in accordance with Department Order (DO) No. 174, Series of 2017 of the Department of Labor and Employment. Certification must be submitted;</i></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 VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- ☐ (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (f) Statement of all Government & Private Contracts completed within five (5) years, prior to the deadline for the submission and receipt of bids. Which are similar in nature to the contract to be bid; and; **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (i) Conformity with the Technical Specifications and it’s Annexes (Annex – A and Annex – B); **and**
- ☐ (j) Conformity with the Schedule of Requirements; **and**
- ☐ (k) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

- ☐ (l) Supplemental / Bid Bulletin, if any

Financial Documents

- ☐ (m) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (n) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

- ☐ (o) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements

- ☐ (p) Duly signed statement of Provision of Customer Support
- ☐ (q) Duly licensed and registered Service Contractor in accordance with Department Order (DO) No. 174, Series of 2017 of the Department of Labor and Employment. Certification must be submitted;
- ☐ (r) Registration certificates from the following government agencies:
- SSS
  - PhilHealth
  - PAGIBIG
  - DTI / SEC Registration
- ☐ (s) Client/Customer Feedback Forms, with at least Very Satisfactory in rating, from one (1) government agency or private corporation, with whom the manpower service provider has a past or ongoing contract.
- ☐ (t) Duly signed List of company-initiated benefits being offered to its employees.

**II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).  
b.1. Annex – C  
b.2. Annex – D

## 2022 OUTSOURCING REQUIREMENTS

NO. OF POSITIONS	POSITION TITLE	DUTIES AND RESPONSIBILITIES	QUALIFICATIONS (Minimum Qualification Standards and preferred qualifications/attributes)
<b>Office of the Executive Director (OED)</b>			
1	Project Technical Assistant III	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.	<b>Qualification Standards</b> <b>Education:</b> Bachelor's degree relevant to the job <b>Experience:</b> None required <b>Training:</b> None required <b>Preferred qualifications/attributes</b> - 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
<b>Finance and Administrative Division (FAD)</b>			
1	Project Administrative Assistant I (Information Officer I)	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.	<b>Qualification Standards</b> <b>Education:</b> Bachelor's degree relevant to the job <b>Experience:</b> None required <b>Training:</b> None required <b>Preferred qualifications/attributes</b> - 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.

1	<b>Project Administrative Assistant I (Records Officer I)</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Delivers all recorded/encoded incoming and outgoing communications/Memos to concerned PCHRD Officials/Employees/Divisions/Section;</li> <li>3. Records the approved PCHRD Special Order (SO's) and Local Travel Authority to the logbook with assigned Control Number;</li> <li>4. Photocopy documents needed in the operation of the Councils/Client;</li> <li>5. Assists in retrieving records from central file when deemed necessary;</li> <li>6. File the incoming/outgoing communication to the storage cabinet.;</li> <li>7. Performs other related duties and functions assigned from time to time by the Records Section and Chief Administrative Officer of FAD;</li> </ol>	<p><b>Qualification Standards</b>  <b>Education:</b> Bachelor's degree relevant to the job  <b>Experience:</b> None required  <b>Training:</b> None required  <b>Preferred qualifications/attributes</b>  - 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	<b>Project Administrative Assistant I (HRMO I)</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>5. Prepares appointment, contract of service and other recruitment documents of newly hired plantilla and non plantilla personnel.</li> <li>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.</li> <li>7. Updates the Actual Duties and Responsibilities of Plantilla and Non Plantilla Personnel as needed.</li> <li>8. Prepares Monthly CSC and Recruitment-Related Reports according to their deadline as follows: <ol style="list-style-type: none"> <li>1. CSC Reports – every 5th of the month <ol style="list-style-type: none"> <li>1.1 Reports on Appointments Issued (RAI)</li> <li>1.2 HR Monthly Progress Report</li> <li>1.3 Monthly Report on Separation and Accession</li> </ol> </li> <li>2. HR Monthly Reports <ol style="list-style-type: none"> <li>2.1 Notice of Newly Hired Staff <ol style="list-style-type: none"> <li>2.1.1 Individual Email for New Hired Personnel- Starting Date</li> <li>2.1.2 Summary of Notice of Newly Hired Staff- every first week of the month</li> </ol> </li> <li>2.2 Notice of Promoted Staff – every first week of the month</li> <li>2.3 Summary of Vacant Plantilla and Non Plantilla Positions- every first week of the month</li> <li>2.4 Summary of Applicants-every first week of the month</li> </ol> </li> <li>3. Status of Quality Objective for Recruitment , Selection and Placement – every first week of the month</li> <li>4. FAD's Internal Customer Feedback Monthly Summary – every first week of the month</li> </ol> </li> <li>9. Assists in receiving and outgoing of HR related documents particularly recruitment documents and other HR documents.</li> <li>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.</li> </ol>	<p><b>Qualification Standards</b>  <b>Education:</b> Bachelor's degree relevant to the job  <b>Experience:</b> None required  <b>Training:</b> None required  <b>Preferred qualifications/attributes</b>  - Preferably a BA / BS Psychology graduate;  -At least 1 to 3 years of experience in recruitment, selection, and retention;  - Proven planning and leadership abilities  - Must have good oral and written communication skills  - Work in own initiatives and forward thinking</p>

1	Project Administrative Assistant I (HRMOI)	<p>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;</p> <p>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.</p> <p>3. Updates and maintains database of PCHRD training program conducted and attended by PCHRD staffs;</p> <p>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.</p> <p>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.</p> <p>6. Prepares and updates regularly the 201 files of Plantilla personnel and the following employment records;</p> <p>6.1 Service Records</p> <p>6.2 Educational Qualifications</p> <p>6.3 Eligibility</p> <p>6.4 Performance Evaluation</p> <p>7. Prepares certification and requested HR documents of non plantilla personnel under Philhealth and FDA.</p> <p>8. Serves as PCHRD's Immersion/ OJT Coordinator that provide interns to requesting Division and ensure in the implementation of their internship program.</p>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Experience:</b> None required</p> <p><b>Training:</b> None required</p> <p><b>Preferred qualifications/attributes:</b></p> <ul style="list-style-type: none"> <li>- Preferably a BA / BS Psychology graduate;</li> <li>- At least 1 to 3 years of experience in compensation recruitment, selection, and retention</li> <li>- Proven planning and leadership abilities</li> <li>- Computer savvy (MS Office applications e.g Excel,Word,Powerpoint and Access)</li> <li>- Must have good oral and written communication skills</li> <li>- Work in own initiatives and forward thinking</li> </ul>
1	Project Administrative Assistant I (HRMOI)	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>5. Prepares appointment, contract of service and other recruitment documents of newly hired plantilla and non plantilla personnel.</p> <p>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.</p> <p>7. Updates the Actual Duties and Responsibilities of Plantilla and Non Plantilla Personnel as needed.</p> <p>8. Status of Quality Objective for Compensation and Citizen Charter – every first week of the month</p> <p>9. Assists in receiving and outgoing of HR related documents particularly recruitment documents and other HR documents.</p> <p>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>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Experience:</b> None required</p> <p><b>Training:</b> None required</p> <p><b>Preferred qualifications/attributes:</b></p> <ul style="list-style-type: none"> <li>- Preferably a BA / BS Psychology graduate;</li> <li>- At least 1 to 3 years of experience in learning and development and recruitment, selection, and retention;</li> <li>- Proven planning and leadership abilities</li> <li>- Computer savvy (MS Office applications e.g Excel,Word,Powerpoint and Access)</li> <li>- Must have good oral and written communication skills</li> <li>- Work in own initiatives and forward thinking</li> </ul>

1	<b>Project Administrative Assistant II (HRMOII)</b>	<p>I. Learning and Development</p> <p>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;</p> <p>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.</p> <p>c)Updates and maintains database of PCHRD training program conducted and attended by PCHRD staffs;</p> <p>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.</p> <p>e)Prepares HR and Learning and Development-Related Reports according to their deadline.</p> <p>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> <p>II. COVID-19 Related Tasks</p> <p>g)Updates and maintain database of PCHRD's Health Declaration Forms.</p> <p>h)Assist in monitoring and tracking the health conditions of PCHRD Personnel as part of PCHRD's effort against COVID-19</p> <p>i)Assist in updating and monitoring of PCHRD's List and Calendar of Essential Workforce during this COVID-19 Pandemic</p> <p>III. Other Tasks</p> <p>j)Assists in ISO FAD documentation;</p> <p>k)Assists in facilitating PCHRD and DOST-Wide activities;</p> <p>l)Performs other related duties assigned from time to time by her immediate supervisor and Chief Administrative Officer of FAD.</p>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Experience:</b> None required</p> <p><b>Training:</b> None required</p> <p><b>Preferred qualifications/attributes</b></p> <ul style="list-style-type: none"> <li>- Preferably a BA / BS Psychology graduate;</li> <li>-At least 1 to 3 years of experience in Performance Management and Learning and Development;</li> <li>- Proven planning and leadership abilities</li> <li>- Must have good oral and written communication skills</li> <li>- Work in own initiatives and forward thinking</li> </ul>
1	<b>Project Administrative Aide V (Administrative Assistant II)</b>	<p>Stock Custodian:</p> <ol style="list-style-type: none"> <li>1. Maintains and regularly updates office supplies and materials Stock Card (SC);</li> <li>2. Ensures availability of common use supplies and materials by establishing re-order point to replenish stock;</li> <li>3. Receives delivered supplies and materials and checks against specifications and Delivery Receipt;</li> <li>4. Prepares Inspection and Acceptance Report (IAR) for supplies and materials delivered verified and signed by designated Acceptance Committee;</li> <li>5. Issues office supplies and materials carried on stock based on approved Requisition and Issue Slip (RIS);</li> <li>6. Prepares monthly Report of Supplies and Materials Issued (RSMI) and submit to Accounting Section on or before 5th of the following month;</li> <li>7. Regularly checks supplies and materials Stock Inventory Card against actual count;</li> <li>8. Performs semester physical inventory count of supplies and materials</li> <li>9. Maintains clean and orderly arrangement of supplies and materials on stock; and</li> <li>10. Safeguards stock inventory against losses, theft and pilferage.</li> </ol> <p>Property, Plant and Equipment (PPE) Custodian:</p> <ol style="list-style-type: none"> <li>1. Maintains and updates Property Card (PC) for each class of PPE;</li> <li>2. Receives and records acquisition of PPE to Property Card based on Inspection and Acceptance Report (IAR) and other documents;</li> </ol> <p>Scope of Work/Duties</p> <ol style="list-style-type: none"> <li>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;</li> <li>4. Marks newly acquired PPE with identifying code (Property Tag stickers) for easy referencing;</li> <li>5. Maintains database of List of Equipment issued to Accountable Officer;</li> <li>6. Prepares Property Transfer Report for transfer of PPE from one accountable officer, agency, fund cluster to another accountable officer, agency, fund cluster;</li> <li>7. Conducts physical count of PPE;</li> <li>8. Prepares report on the Physical Count of Property, Plant and Equipment (RPCPE) and submits to Accounting Section every 10th of January;</li> </ol>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> 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><b>Experience:</b> One (1) year of relevant experience</p> <p><b>Training:</b> Four (4) hours relevant training</p> <p><b>Preferred qualifications/attributes</b></p> <ul style="list-style-type: none"> <li>- Preferably have units in computer science</li> <li>-Must have good oral and written communication skills</li> <li>-Must have a good moral character.</li> </ul>

1	Project Administrative Aide VI (Administrative Assistant III)	<p>Stock Custodian:</p> <ol style="list-style-type: none"> <li>1. Maintains and regularly updates office supplies and materials Stock Card (SC);</li> <li>2. Ensures availability of common use supplies and materials by establishing re-order point to replenish stock;</li> <li>3. Receives delivered supplies and materials and checks against specifications and Delivery Receipt;</li> <li>4. Prepares Inspection and Acceptance Report (IAR) for supplies and materials delivered verified and signed by designated Acceptance Committee;</li> <li>5. Issues office supplies and materials carried on stock based on approved Requisition and Issue Slip (RIS);</li> <li>6. Prepares monthly Report of Supplies and Materials Issued (RSMI) and submit to Accounting Section on or before 5th of the following month;</li> <li>7. Regularly checks supplies and materials Stock Inventory Card against actual count;</li> <li>8. Performs semester physical inventory count of supplies and materials</li> <li>9. Maintains clean and orderly arrangement of supplies and materials on stock; and</li> <li>10. Safeguards stock inventory against losses, theft and pilferage.</li> </ol> <p>Property, Plant and Equipment (PPE) Custodian:</p> <ol style="list-style-type: none"> <li>1. Maintains and updates Property Card (PC) for each class of PPE;</li> <li>2. Receives and records acquisition of PPE to Property Card based on Inspection and Acceptance Report (IAR) and other documents;</li> </ol> <p>Scope of Work/Duties</p> <ol style="list-style-type: none"> <li>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;</li> <li>4. Marks newly acquired PPE with identifying code (Property Tag stickers) for easy referencing;</li> <li>5. Maintains database of List of Equipment issued to Accountable Officer;</li> <li>6. Prepares Property Transfer Report for transfer of PPE from one accountable officer, agency, fund cluster to another accountable officer, agency, fund cluster;</li> <li>7. Conducts physical count of PPE;</li> <li>8. Prepares report on the Physical Count of Property, Plant and Equipment (RPCPPE) and submits to Accounting Section every 10th of January;</li> </ol>	<p><b>Qualification Standards:</b></p> <p><b>Completion of two-year studies in college</b></p> <p><b>Experience: 1 year of relevant experience</b></p> <p><b>Training: 4 hours of relevant training</b></p> <p><b>Education:</b></p>
2	Administrative Aide I (Driver II)	<ol style="list-style-type: none"> <li>1. Serves as the dedicated driver of the Council.</li> <li>2. Responsible in the daily cleaning of the assigned vehicle.</li> <li>3. Responsible in the daily check up of the fuels, oil, tire and other vehicle parts prior every trip.</li> <li>4. Responsible in monitoring the preventive maintenance schedule of the assigned vehicle.</li> <li>5. Performs other duties assigned from time to time by immediate supervisor and Chief Administrative Officer of FAD.</li> </ol>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> Completion of 2-year studies in college (or at least High School Graduate for Drivers)</p> <p><b>Experience:</b> None required (for Drivers, at least 6 months experience)</p> <p><b>Training:</b> Four (4) hours relevant training</p> <p><b>Preferred qualifications/attributes</b></p> <ol style="list-style-type: none"> <li>1. With Professional Driver's License</li> <li>2. Determines the operational requirement of the vehicle;</li> <li>3. Drives official vehicle</li> </ol>

6	Project Laborer II	<p>1. Maintain the cleanliness of PCHRD Grounds and Area of Responsibility;</p> <p>2. Provide building repair and maintenance services;</p> <p>3. Assists in the inspection of building facilities and surrounding areas and determines and records minor repair and maintenance works;</p> <p>4. Does simple repair of office furnitures, lighting fixtures, electrical wirings, plumbing fixtures and other building facilities;</p> <p>5. Maintain greenscapes by monitoring health of plants, trimming of trees and shrubs, grass cutting and clearing of debris and litters;</p> <p>6. Monitor and ensure the proper segregation of solid waste;</p> <p>7. Requisition of supplies, materials and equipments needed for cleaning and maintenance duties; and</p> <p>8. Perform other related duties as may be assigned by the immediate supervisor</p>	<p><b>Qualification Standards</b>  <b>Education:</b> Elementary School Graduate  <b>Experience:</b> None required  <b>Training:</b> None required</p> <p><b>Preferred qualifications/attributes</b>  •Able to read and write;  •Preferably with knowledge in carpentry, electrical and plumbing works, and gardening;  •Good interpersonal skills</p>
1	Project Technical Assistant VI (IT)	<p>1. Network and Information Systems Management  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> <p>2. ISO  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> <p>3. Perform other duties as assigned.</p>	<p><b>Qualification Standards</b>  <b>Education:</b> Bachelor's degree relevant to the job  <b>Experience:</b> One (1) year of relevant experience  <b>Training:</b> Four (4) hours of relevant training</p> <p><b>Preferred qualifications/attributes</b>  - Preferably office, business management and accounting graduate  - 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 Clerk III (Clerk III)	<ol style="list-style-type: none"> <li>1. Maintains and updates Property Card (PC) for each class of PPE;</li> <li>2. Receives and records acquisition of PPE to Property Card based on Inspection and Acceptance Report (IAR) and other documents;</li> <li>3. Prepares and issues Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for semi-expandable property to establish accountability;</li> <li>4. Marks newly acquired PPE with identifying code (Property Tag Stickers) for easy referencing;</li> <li>5. Maintains database of List of Equipment issued to Accountable Officer;</li> <li>6. Prepared Property Transfer Report for transfer of PPE from one accountable officer, agency, fund cluster to another accountable officer, agency, fund cluster;</li> <li>7. Conducts physical count of PPE;</li> <li>8. Prepares Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and submits to Accounting Section every 10th of January;</li> <li>9. Prepares and maintains Inventory and Inspection Report for Unserviceable Property (IIRUP) for dropping in the books of accounts, disposal and/or donations;</li> <li>10. Ensure that PPE has safeguard from losses, theft and pilferage; and</li> <li>11. Performs other duties and functions assigned from time to time by the Supply and Property Officer and Chief Administrative Officer of FAD.</li> </ol>	<p><b>Qualification Standards</b>  <b>Education:</b> Completion of two years studies in college  <b>Experience:</b> None required  <b>Training:</b> None required</p> <p><b>Preferred qualifications/attributes</b>  - 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>
<b>Research and Development Management Division (RDMD)</b>			
12	Project Technical Assistant IV	<ol style="list-style-type: none"> <li>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: <ol style="list-style-type: none"> <li>a. Screening and reviewing of proposals in terms of alignment, duplication, and completeness.</li> <li>b. Facilitating external reviews with identified technical/field experts.</li> <li>c. Preparing applicable documents and materials prior, during, and after the evaluation process.</li> <li>d. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project.</li> <li>e. Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews.</li> <li>f. Presenting project and budget to division chief and/or senior staff, PNHRG GC, and DOST EXECOM for approval.</li> <li>g. Assisting in the processing of MOA and fund releases.</li> </ol> </li> <li>2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows: <ol style="list-style-type: none"> <li>a. Developing an M&amp;E plan for each assigned project.</li> <li>b. Conducting site and institutional visits as necessary. Preparing site visit report</li> <li>c. Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments.</li> <li>d. Resolving conflicts and issues related to project implementation.</li> </ol> </li> <li>3. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc.</li> <li>4. Perform other duties and functions as assigned by immediate head and Chief SRS of RDMD.</li> </ol>	<p><b>Qualification Standards</b>  <b>Education:</b> Bachelor's degree relevant to the job  <b>Experience:</b> None required  <b>Training:</b> None required</p> <p><b>Preferred qualifications/attributes</b>  • Preferably a graduate of Biology, Pharmacy or Chemistry courses;  • Preferably with experience in research or managing research and development grants and projects  • Computer literate;</p>

6	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"> <li>Screening and reviewing of proposals in terms of alignment, duplication, and completeness.</li> <li>Facilitating external reviews with identified technical/field experts.</li> <li>Preparing applicable documents and materials prior, during, and after the evaluation process.</li> <li>Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project.</li> <li>Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews.</li> <li>Presenting project and budget to division chief and/or senior staff, PNHRs GC, and DOST EXECOM for approval.</li> <li>Assisting in the processing of MOA and fund releases.</li> </ol> <p>2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows:</p> <ol style="list-style-type: none"> <li>Developing an M&amp;E plan for each assigned project.</li> <li>Conducting site and institutional visits as necessary. Preparing site visit reports.</li> <li>Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments.</li> <li>Resolving conflicts and issues related to project implementation.</li> </ol> <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 &amp; 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><b>Qualification Standards</b>  <b>Education:</b> Bachelor's degree relevant to the job  <b>Experience:</b> One (1) year of relevant experience  <b>Training:</b> Four (4) hours relevant training</p> <p><b>Preferred qualifications/attributes</b></p> <ul style="list-style-type: none"> <li>• Preferably a graduate of Biology, Pharmacy or Chemistry courses;</li> <li>• Preferably with experience in research or managing research and development grants and projects</li> <li>• Computer literate;</li> <li>• Proficient in MS Office</li> </ul>
<b>Institutional Development Division (IDD)</b>			
1	Project Administrative Assistant II (Administrative Officer II)	<p>a. Takes charge of receiving, recording and disseminating communications and other documents received by IDD;</p> <p>b. Assists the IDD Chief, Supervising SRS and other staff in coordinating activities carried out by IDD;</p> <p>c. Assists the IDD Chief, Supervising SRS and other staff in taking detailed minutes and preparation of liquidation reports;</p> <p>d. Performs specific tasks that may be assigned by IDD Chief, Supervising SRS, SRSD or other IDD staff.</p>	<p><b>Qualification Standards</b>  <b>Education:</b> Bachelor's degree relevant to the job  <b>Experience:</b> None required  <b>Training:</b> None required  <b>Preferred Qualifications/ Attributes</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree preferably in Management / office administration related courses</li> <li>• Must be excellent in MS Office applications (Word, Excel, Powerpoint)</li> <li>• Proficient in both oral and written communications</li> <li>• With good interpersonal skill, work attitude and moral character</li> </ul>
1	Project Technical Assistant III (Project Assistant III)	<p>1. Assists in organizing meeting of scholars;</p> <p>2. Assists in preparing necessary documents and facilitates release of scholars benefits;</p> <p>3. Undertakes data banking and filing system for all pertinent documents related to ASTHRDP;</p> <p>4. Assists in monitoring and tracking of the progress of all scholars;</p> <p>5. Prepares communications and other reports related to Human Resource Development program;</p> <p>6. Coordinates with SEI, host institutions and other stakeholders in matters pertaining to scholarships;</p> <p>7. Performs other related functions which may be assigned from time to time</p>	<p><b>Qualification Standards</b>  <b>Education:</b> Bachelor's degree relevant to the job  <b>Experience:</b> None required  <b>Training:</b> None required  <b>Preferred Qualifications/ Attributes</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree preferably in Social Science/Health related courses</li> <li>• Must be excellent in MS Office applications (Word, Excel, Powerpoint)</li> <li>• Proficient in both oral and written communications</li> <li>• With good interpersonal skill, work attitude and moral character</li> </ul>

1	Project Technical Assistant III (Project Assistant III)	<p>1.Pre pares communications and other reports related to Human Resource Development program;</p> <p>2.Assists in the implementation and evaluation of Awards and Incentives;</p> <p>3.Takes charge of receiving, recording and disseminating communications;</p> <p>4.Assists the IDD Chief, Supervising SRS and other staff in coordinating activities carried out by IDD;</p> <p>5.Assists the IDD Chief, Supervising SRS and other staff in taking detailed minutes and preparation of liquidation reports;</p> <p>6.Performs specific tasks that may be assigned by IDD Chief, Supervising SRS, SRS or other IDD staff</p>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Experience:</b> None required</p> <p><b>Training:</b> None required</p> <p><b>Preferred Qualifications/ Attributes</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree preferably in Social Science/Health related courses</li> <li>• Must be excellent in MS Office applications (Word, Excel, Powerpoint)</li> <li>• Proficient in both oral and written communications</li> <li>• With good interpersonal skill, work attitude and moral character</li> </ul>
11	Project Technical Assistant IV (Science Research Specialist I)	<p>A. Manages the PHREB CIDTA activities as follows:</p> <p>1.receive/process requests for trainings by RECS and other institutions;</p> <p>2.schedules various ethics training requests including availability of trainers;</p> <p>3.prepares documents, slide presentations, feedback forms to requesting RECs /institutions;</p> <p>4.coordinates with trainers, RECs, and other stakeholders;</p> <p>5.assists PHREB CIDTA trainers in the conduct of ethics trainings and assists in other logistics including payment of the honoraria of the trainers;</p> <p>6.Pre pares/updates slide presentations for the trainings as requested by the trainers;</p> <p>7.answers queries (emails, phone calls, etc.) on ethics and ethics trainings;</p> <p>8.prepares SOs, activity proposals, reports, and other documents regarding CIDTA activities;</p> <p>9.organizes CIDTA quarter/special meetings;</p> <p>10.prepares agenda, minutes of the meeting, feedback forms, and other logistics for the meeting;</p> <p>11.files documents of trainings and updates database on CIDTA trainings</p> <p>12.prepares reports on CIDTA and other ethics activities.</p> <p>B. Handles the National Directory of Patients Database</p> <p>1.Update existing patient support, patient advocacy, and civil society organizations</p> <p>C. Performs other PHREB tasks and other tasks that may be assigned by the supervisor, Division Chief, etc.</p>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Experience:</b> None required</p> <p><b>Training:</b> None required</p> <p><b>Preferred Qualifications/ Attributes</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree preferably in Computer Science, IT, Social Science/Health related courses</li> <li>• Must be excellent in MS Office applications (Word, Excel, Powerpoint)</li> <li>• Proficient in both oral and written communications</li> <li>• With good interpersonal skill, work attitude and moral</li> </ul>

1	Project Technical Assistant IV (Science Research Specialist I)	<p>A. Manage all PHREB Level 2 Accreditation applications</p> <ol style="list-style-type: none"> <li>1. accepts and checks for completeness of all Level 2 applications and request RECs to submit documents in the accreditation portal;</li> <li>2. requests REC to submit hardcopies and pay accreditation fees;</li> <li>3. assigns accreditors to review application documents;</li> <li>4. sends RECs application to assigned accreditors;</li> <li>5. Consolidate assessments reports of accreditors for accreditors' comments;</li> <li>6. prepares communications to the REC and sends consolidated report to CSA Chair for approval and for PHREB Chair's approval;</li> <li>7. prepares accreditation letter and assessment report for the REC;</li> <li>8. updates accreditation portal;</li> <li>9. answers queries related to Level 2 accreditation and other ethics information.</li> </ol> <p>B. Handles the PHREB/REMB activities:</p> <ol style="list-style-type: none"> <li>1. organizes PHREB quarter /special meetings and other logistics;</li> <li>2. prepares agenda, minutes of the meeting, and other documents for the meeting;</li> <li>3. prepares SOs, activity proposals, memoranda, slide presentations, and other reports for PHREB and REMBs activities;</li> <li>4. coordinates with PHREB committees and REMBs regarding ethics activities;</li> <li>5. answers queries (emails, phone calls, etc.) regarding ethics;</li> <li>7. prepares/consolidates reports on ethics for ED, PNHRs, PCHRD, PHREB reports, etc.;</li> <li>8. updates PHREB website/database;</li> </ol> <p>B. Performs other tasks that may be assigned by the supervisors, Division Chief, etc.</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"> <li>• Bachelor's degree preferably in Social Science/Health related courses</li> <li>• Must be excellent in MS Office applications (Word, Excel, Powerpoint)</li> <li>• Proficient in both oral and written communications</li> <li>• With good interpersonal skill, work attitude and moral</li> </ul>
1	Project Technical Specialist I (Science Research Specialist II)	<ol style="list-style-type: none"> <li>1. Assist IDD in managing the project of the capability development component of DOH Advancing Health through Evidence-Assisted Decisions (AHEAD) Program;</li> <li>2. Assist IDD in screening project proposals and packaging projects under the DOH-AHEAD capacity building initiatives/programs;</li> <li>3. Recommend policies/ways to continuously improve the management of the DOH-AHEAD Program and other IDD supported programs/projects;</li> <li>4. Monitor and evaluate progress supported under the DOH-AHEAD capacity building projects and activities;</li> <li>5. Oversee the preparation of the database of DOH-AHEAD research fellows and other IDD supported programs/projects;</li> <li>6. Acts as liaison officer between PCHRD, DOH and other institutional partners regarding matters related to DOH-AHEAD program and other IDD supported programs and projects;</li> <li>7. Facilitate the processing of DOH-AHEAD project documents (requests, contracts, certifications and other related documents) for signature of all parties concerned;</li> <li>8. Perform secretariat functions in preparing necessary documents (including slide presentations, agenda, liquidation and other meeting reports) and organizing/facilitating/documenting meetings related to DOH-AHEAD Program and other IDD supported programs/projects;</li> <li>9. Provide necessary information to effectively coordinate the DOH-AHEAD Program and other IDD supported programs/projects;</li> <li>10. Prepare communications and other technical reports relative to the implementation of the DOH-AHEAD program and other IDD supported programs/projects; and</li> <li>11. Perform other duties and functions assigned by IDD Division Chief and Senior Staff</li> </ol>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Experience:</b> One (1) year of relevant experience</p> <p><b>Training:</b> Four (4) hours relevant training</p> <p><b>Preferred Qualifications/ Attributes</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree preferably in IT Social Science/Health related courses</li> <li>• Must be excellent in MS Office applications (Word, Excel, Powerpoint)</li> <li>• Proficient in both oral and written communications</li> <li>• With good interpersonal skill, work attitude and moral character</li> </ul>

1	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</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 relevant training</p> <p>Preferred Qualifications/ Attributes</p> <ul style="list-style-type: none"> <li>- Bachelor's degree preferably in Health-related science courses</li> <li>- Must be excellent in MS Office applications (Word, Excel, PowerPoint)</li> <li>- Proficient in both oral and written communications</li> <li>- Innovative, multi-tasker, ethical and has good interpersonal skills</li> <li>- With good interpersonal skill, work attitude and moral character</li> <li>- Willing to work beyond office hours, even during weekends</li> </ul>
<b>Research, Information, Communication and Utilization Division (RICUD)</b>			
2	Project Technical Assistant IV (Science Research Specialist I)	<ol style="list-style-type: none"> <li>1. Collaborates with HERDIN Plus Team to determine activity needs.</li> <li>2. Identifies relevant data sources, gather information through research (web searching)</li> <li>3. Works with HERDIN Plus System programmers for system enhancement</li> <li>4. Prepares reports</li> <li>5. Manages/secures files and data from HERDIN Plus database.</li> </ol>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Experience:</b> None required</p> <p><b>Training:</b> None required</p> <p><b>Preferred Qualifications/ Attributes</b></p> <ul style="list-style-type: none"> <li>• Preferably a Graduate of Bachelor's Degree in Mass Communication/ Development Communication/ Health or equivalent</li> <li>• Strong interest in health science</li> <li>• At least a year of working experience in the related field</li> <li>• Familiar with the latest updates on SEO, SEM,</li> </ul>
2	Project Technical Assistant VI	<ol style="list-style-type: none"> <li>1. Communication Program <ul style="list-style-type: none"> <li>▫ Formulate plans and strategies for the achievement of assigned communication program/s;</li> <li>▫ Take charge of the content development and updating of PCHRD publications; and their distribution/posting;</li> <li>▫ Manage the PCHRD Website and Social Media Account;</li> <li>▫ Write speeches and presentations for PCHRD Executive Director and/or DOST Officials;</li> <li>▫ Prepare and implement a communication plan of assigned research projects/programs;</li> </ul> </li> <li>2. Project Management <ul style="list-style-type: none"> <li>▫ Evaluate, facilitate approval and fund releases, and monitor dissemination programs supported under GIA</li> </ul> </li> <li>3. ISO Process Owner <ul style="list-style-type: none"> <li>▫ Support to Research Dissemination. Update and enhance process manuals; monitor efficiency and effectiveness of the program.</li> </ul> </li> <li>4. Perform other duties and functions assigned by the Division Chief</li> </ol>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Experience:</b> 1 year of relevant experience</p> <p><b>Training:</b> Four (4) hours relevant training</p> <p><b>Preferred Qualifications/ Attributes</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree preferably in Communication, Social Science/Health related courses</li> <li>• Must be excellent in MS Office applications (Word, Excel, Powerpoint)</li> <li>• Proficient in both oral and written communications</li> <li>• With good interpersonal skill, work attitude and moral character</li> </ul>

1	Project Technical Assistant VI	<p>1. Network and Information Systems Management</p> <ul style="list-style-type: none"> <li>▮ Assist in the LAN administration of the organization.</li> <li>▮ Provides technical support to end-users.</li> <li>▮ Responsible for the maintenance of computer stations and software for company.</li> <li>▮ Assists in implementing and maintaining network security.</li> <li>▮ Assists in designing and organizing the system network.</li> <li>▮ Ensures proper connectivity to all the end users in the organization.</li> <li>▮ Manages software licenses on a company-wide basis.</li> <li>▮ Responsible for the inventory management of software licenses, software, hardware and other IT supplies.</li> <li>▮ Assists in backup and disaster recovery measures.</li> <li>▮ Creates network accounts for new users.</li> <li>▮ Assists in purchasing software, hardware and other IT supplies as directed by superiors.</li> <li>▮ Responsible for trainings, seminars, and workshops for software clients.</li> </ul> <p>2. ISO</p> <ul style="list-style-type: none"> <li>▮ Responsible for updating ISO-based documents (e.g. Master Lists, PM's and WI's) as needed.</li> <li>▮ Accurately completes and submits status reports in a timely manner.</li> <li>▮ Assist in enforcement of development deadlines and schedules.</li> <li>▮ Assist in the implementation of ISO guidelines.</li> </ul>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Experience:</b> 1 year of relevant experience</p> <p><b>Training:</b> 4 hours of relevant training</p> <p><b>Preferred Qualifications/ Attributes</b></p> <ul style="list-style-type: none"> <li>• Preferably a Graduate of BSIT / BS Computer Science</li> <li>• Computer Literate</li> <li>• Preferably with Knowledge and Skills in Joomla, PHP, MySQL</li> <li>• Professional Experience in Programming with PHP/MySQL</li> </ul>
3	Project Technical Assistant VI (Computer Programmer II)	<p>1. Information Systems Development</p> <ul style="list-style-type: none"> <li>▮ Write, update, and maintain computer programs or software packages to handle specific jobs.</li> <li>▮ Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic.</li> <li>▮ Consult with managerial and technical personnel to clarify program intent, identify problems, and suggest changes.</li> <li>▮ Perform systems analysis and programming tasks to maintain and control the use of computer systems software.</li> </ul> <p>2. Information Systems Documentation</p> <ul style="list-style-type: none"> <li>▮ 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.</li> <li>▮ Submits reports in a timely manner.</li> </ul> <p>3. Information Systems Maintenance and Enhancement</p> <ul style="list-style-type: none"> <li>▮ Define and resolve problems in running computer programs.</li> <li>▮ Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced.</li> <li>▮ Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.</li> <li>▮ Perform or direct revision, repair, or expansion of existing programs to increase</li> </ul>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Experience:</b> 1 year of relevant experience</p> <p><b>Training:</b> 4 hours of relevant training</p> <p><b>Preferred Qualifications/ Attributes</b></p> <ul style="list-style-type: none"> <li>• Preferably a Graduate of BSIT / BS Computer Science</li> <li>• Computer Literate</li> <li>• Preferably with Knowledge and Skills in Joomla, PHP, MySQL</li> <li>• Professional Experience in Programming with PHP/MySQL</li> </ul>

1	Project Technical Specialist I (Science Research Specialist II)	<p>1.Ahead Program Management  1.1.Prepare AHEAD's Work and Financial Plan  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  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.  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  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.  1.7.Generate project status reports every 15th and 30th of the month for submission to DOH.  1.8.Generate monthly, quarterly and annual program reports for PCHRD and DOH  2.Other DOH Programs at PCHRD  2.1.Provide advisory services where necessary  3.QMS. Process Improvements  Maintain monitoring tools to assess conformance to the processes and achievement of objectives / targets</p>	<p><b>Qualification Standards</b>  <b>Education:</b> Bachelor's degree relevant to the job  <b>Experience:</b> 1 year of relevant experience  <b>Training:</b> Four (4) hours relevant training</p> <p><b>Preferred Qualifications/ Attributes</b>  • 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</p>
1	Project Technical Specialist I (Science Research Specialist II)	<p>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>	<p><b>Qualification Standards</b>  <b>Education:</b> Bachelor's degree relevant to the job  <b>Experience:</b> One (1) year of relevant experience  <b>Training:</b> Four (4) hours relevant training</p> <p><b>Preferred Qualifications/ Attributes</b>  • 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</p>
1	Project Technical Specialist I (Science Research Specialist II)	<p>A. Communication Planning and Implementation  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, PNHRS, PCHRD anniversary, etc)</p> <p>B. Monitors the reach, effectiveness, utilization and impact of assigned communication programs;  C. Serves as secretariat of the PNHRS RU Committee;  D. As process owner, continuously improve QMS relating to the Communication Program;  E. Performs other functions as may be assigned by the Division Chief.</p>	<p><b>Qualification Standards</b>  <b>Education:</b> Bachelor's degree relevant to the job  <b>Experience:</b> 1 year of relevant experience  <b>Training:</b> Four (4) hours relevant training  <b>Preferred Qualifications/ Attributes</b>  • 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</p>

1	Project Technical Specialist I	<p>A. Project Management</p> <ol style="list-style-type: none"> <li>To solicit and implement R&amp;D activities under the ICT for Health (eHealth) priorities</li> <li>To monitor the implementation of approved project's activities and objectives</li> </ol> <p>B. eHealth National Program</p> <ol style="list-style-type: none"> <li>To provide secretariat support eHealth Governance</li> </ol> <p>C. ICT for Health Agenda</p> <ol style="list-style-type: none"> <li>To update ICT for Health Agenda Priority in NUHRA</li> </ol> <p>D. To perform other duties and functions assigned from time to time</p>	<p><b>Qualification Standards</b></p> <p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Experience:</b> 1 year of relevant experience</p> <p><b>Training:</b> Four (4) hours relevant training</p> <p><b>Preferred Qualifications/ Attributes</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree preferably in Communication, Social Science/Health related courses</li> <li>• Must be excellent in MS Office applications (Word, Excel, Powerpoint)</li> <li>• Proficient in both oral and written communications</li> <li>• With good interpersonal skill, work attitude and moral character</li> </ul>
5	Project Technical Specialist II	<ol style="list-style-type: none"> <li>Development/Review of Terms of References/Project Briefs <ol style="list-style-type: none"> <li>Assist in the development/review/revision of TOR/project briefs with the DOH Program Manager concerned;</li> <li>Coordinate with internal DOH units (i.e., programs) and PCHRD (when necessary) on the development and finalization of the TOR;</li> <li>Facilitates approval of Terms of References/project briefs</li> </ol> </li> <li>Review and approval of research proposals/inception reports <ol style="list-style-type: none"> <li>Ensure completeness of document submission from PCHRD and other institutional partners;</li> <li>Conduct preliminary reviews of research proposals/inception reports provide technical input as deemed necessary;</li> <li>Facilitate and coordinate technical review of other DOH units;</li> <li>Participate in en banc review as a technical reviewer and represent HPDPB-HRB if necessary;</li> </ol> </li> <li>Document agreements and action points emanating from an enbanc reviews of research proposals</li> <li>Support oversight by HPDPB-HRD of AHEAD project implementation <ol style="list-style-type: none"> <li>Develop, adapt, refine and maintain collaborative tools and systems to generate program dashboard and progress reports</li> <li>Monitor overall plan and program implementation based on KPIs</li> <li>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)</li> <li>Schedule, hold and document meetings of the Advisory and Management Committee</li> </ol> </li> </ol>	<p><b>Qualification Standard</b></p> <p><b>Education:</b> Bachelor's degree relevant to job</p> <p><b>Experience:</b> Two (2) years of relevant experience</p> <p><b>Training:</b> Eight (8) hours of relevant training</p> <p><b>Preferred Qualifications/ Attributes</b></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;</p> <p>Committed to high professional ethical standards;</p> <p>With demonstrated leadership in managing programs or major initiatives, staff, teams or groups;</p> <p>Possesses good analytical and critical thinking skills;</p> <p>Has good interpersonal and coordination skills;</p> <p>Can communicate well, both in verbal and written communication;</p> <p>Proficient with the use of computer and computer networks (Internet); and,</p> <p>Works well in a team across different organizations and networks</p>

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

\_\_\_\_\_  
**Signature Over Printed Name of  
Authorized Representative**

**Date:** \_\_\_\_\_