



NOTICE OF VACANT POSITIONS As of April 04, 2023

Institution Development Division

I. One (1) Project Technical Assistant IV – Ethics-CIDTA (Outsourced)

Basic Salary : Php 31,320/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

- Preferably a graduate of health-related or any relevant courses;
- With strong work ethic and positive attitude;
- Coachable, a team-player, and can work under pressure with minimum supervision;
- With excellent oral and written communication and coordination skills;
- With good decision-making and analytical thinking skills;
- Knowledgeable in computer/office applications (Zoom and similar platforms, MS Office, and GSuite platforms)

Duties and Responsibilities

1. Performs Secretariat functions for the Philippine Health Research Ethics Board (PHREB) Committee on Information Dissemination, Training, and Advocacy (PHREB-CIDTA):
 - a. Answer queries (emails, phone calls, Facebook page, etc.) regarding ethics training;
 - b. Updates trainers' CVs and details in the database;
 - c. Updates PHREB-CIDTA Training Portal regularly;
 - d. Maintains and updates the database of trainings conducted and generate reports for CIDTA updates;
 - e. Maintains and updates the database of trainers for monitoring purposes;
2. Organizes and assists in the conduct of CIDTA Trainings



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- a. Organizes online or face-to-face PHREB-CIDTA training;
 - b. Assists the facilitators/resource persons in the conduct of PHREB-CIDTA trainings;
 - c. Assists institutions in using the PHREB-CIDTA Training Portal for training requests;
 - d. Processes training requests received in the PHREB-CIDTA Training Portal;
 - e. Liaise with requesting institutions and facilitators/resource persons regarding training requirements, logistics, etc.;
 - f. Updates the lecture presentations/training modules as requested by the facilitators/resource persons;
 - g. Updates the PHREB-CIDTA portal by sending certificates to participants;
 - h. Coordinates the payment of the resource persons with the requesting institution; and
3. Performs other PHREB tasks and other tasks that may be assigned by the Supervisor, Division Chief, etc.

II. One (1) Project Technical Assistant IV – Ethics-CSA (Outsourced)

Basic Salary : Php 31,320/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

- Preferably a graduate of health-related or any relevant courses;
- With strong work ethic and positive attitude;
- Coachable, a team-player, and can work under pressure with minimum supervision;
- With excellent oral and written communication and coordination skills;
- With good decision-making and analytical thinking skills;
- Knowledgeable in computer/office applications (Zoom and similar platforms, MS Office, and GSuite platforms)

Duties and Responsibilities

1. Assists in the conduct of PHREB accreditation for Levels 1, 2, and/or 3 Research Ethics Committees (REC):
 - a. Receives, screens, and processes applications for PHREB accreditation from RECs;



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- b. Files and organizes accreditation documents;
 - c. Updates PHREB accreditation portal and website;
 - d. Communicates with and assist accreditors, RECs, and other stakeholders regarding PHREB accreditation;
 - e. Answers queries (emails, phone calls, Facebook messenger, etc.) regarding PHREB accreditation;
 - f. Prepares official communications related to accreditation applications/issues and concerns of RECs and/or CROs;
 - g. Prepares reports/updates regarding PHREB accreditation
 - h. Organizes accreditation visits and coordinates with accreditors and/or foreign surveyors; and
 - i. Prepares documents like accreditation schedule, visit agenda, presentations related to accreditation visits
 - j. Coordinates payment of accreditors with the REC applicants
2. Performs other related functions which may be assigned from time to time by the Supervisor, the Division Chief, etc.

III. One (1) Project Technical Assistant IV – HRD (Outsourced)

Basic Salary : Php 31,320/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

- Preferably a graduate of health-related or any relevant courses;
- Has the ability to think logically and understand complex ideas and data;
- Good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, PowerPoint)
- Proficient in both oral and written communications
- With good interpersonal skill, work attitude, and moral character
- Proactive, results-oriented and can work under pressure with minimum supervision.

Duties and Responsibilities

1. Provide technical and administrative assistance in implementing and coordinating the scholarship programs of the Council;
2. Coordinate with partners, scholars, and other relevant stakeholders;



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3. Assist in the dissemination of scholarship and other programs of IDD to prospective grantees and institutions interested in health research;
4. Assist in the initial applications review and prepares documents for subsequent actions;
5. Assist in organizing and coordinating meetings with partner institutions, scholars, DOST-SEI, RHRDCs, and other relevant stakeholders;
6. Monitor progress of all grantees/scholars and their research initiatives and activities;
7. Evaluate completeness of requirements necessary for facilitating fund releases to scholars;
8. Reviews and recommends approval of the release of financial grants/privileges of PCHRD Scholars;
9. Undertake timely processing of applications;
10. Maintain database and filing system for all pertinent documents;
11. Prepare relevant documents including letters, reports, and minutes of the meetings; and
12. Perform other related functions which may be assigned from time to time

Research and Development Management Division

I. Two (2) Project Technical Assistant IV – OMICS (Outsourced)

Basic Salary : Php 31,320/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 in Biology, Molecular Biology, Life Sciences or any related courses;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethic and positive attitude;
- Must be coachable, a team-player, and can work under pressure with minimum supervision;
- Has a background in project management or previous experience/ involvement in health research projects
- Knowledgeable in computer office applications (MS Office and GSuite platforms).



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Duties and Responsibilities

1. Evaluate Grants-In-Aid project proposals and monitor on-going projects in accordance with the Council's established procedures under its Quality Management System;
2. Process project proposals submitted/referred to PCHRD following established procedures;
3. Process proposals approved for financial assistance;
4. Prepare technical reports on R&D projects and other health-related concerns/issues required by DBM, Congress and external funding agencies;
5. Coordinate with project proponents/researchers regarding concerns on proposed/on-going projects;
6. Respond to inquiries by individuals and or project proponents/researchers regarding R&D projects;
7. Provide inputs/updates in the Project Management System (PMS);
8. Provide assistance and/or participate in activities organized by PCHRD; and
9. Perform other duties and functions assigned by the Division Chief/Senior Staff.

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 **April 18, 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
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:




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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. MONTAYA, MD, MSc, PhD, CESO II
Executive Director III

Date Posted: April 04, 2023