



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

## NOTICE OF VACANT POSITIONS As of May 26, 2023

### Research and Development Management Division

#### I. One (1) Project Technical Assistant IV – Mental Health (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**

- Graduate of Psychology, Behavioral Sciences, Public Health, Social Sciences or related life science and health 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;
- Knowledgeable in computer office applications (MS Office and GSuite platforms);
- Preferably has a background in project management and familiar with the implementation of R&D project.

#### **Duties and Responsibilities**

1. Evaluate project proposals and monitor ongoing Mental Health 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 and 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/ongoing projects;
6. Respond to inquiries by individuals and/or project proponents/researchers regarding R and D projects;
7. Provide inputs/updates in the Project Management System (PMS);



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8. Provide assistance and/or participate in activities organized by PCHRD;
9. Perform other duties and functions assigned by the Division Chief/Senior staff.

## **II. One (1) Project Technical Assistant IV – Diagnostics (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, Microbiology, Life Sciences or any related courses;
- With good organizational, time management, and presentation skills;
- Proficient in 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;
- Preferably has a background in project management and familiar with the implementation of R&D project;
- Knowledgeable in computer office applications (MS Office and GSuite platforms).

### **Duties and Responsibilities**

1. Evaluate project proposals and monitor ongoing Diagnostics 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 and 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/ongoing projects;
6. Respond to inquiries by individuals and/or project proponents/researchers regarding R and D projects;
7. Provide inputs/updates in the Project Management System (PMS);
8. Provide assistance and/or participate in activities organized by PCHRD;
9. Perform other duties and functions assigned by the Division Chief/Senior staff.



## Finance and Administrative Division

### I. One (1) Project Administrative Assistant I - Accounting (Outsourced)

**Basic Salary** : Php 23,176.00/month (SG 10)  
**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 Accountancy or any related course;
- Proficient in SAP, eNGAS or any accounting related systems;
- With strong work ethic and positive attitude;
- Must be coachable, a team-player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office and GSuite platforms).

#### Duties and Responsibilities

1. Receive disbursement vouchers (DVs) funded and assigns DV number and records the same in the logbook;
2. Reviews DV for completeness by vouching the propriety of supporting documents, validity of claims and checks mathematical computations of footings and cross footings;
3. Input data of the received DV's in e-NGAS software for Journal Entry Voucher (JEV) preparation;
4. Receives and reviews financial reports and their supporting documents of grants-in aid submitted by project leaders/proponents and scholars and input data in e-NGAS software for JEV preparation;
5. Prepares Status Report of Accounts Receivable balances for distribution to concerned employees;
6. Prepares demand letters of Accounts Receivable balances on a quarterly basis;
7. Prepares monthly and quarterly Financial Accountability Reports as follows:
  - a. Ageing of Accounts Receivable Balances;
8. Assist in gathering documents of COA suspended transactions;
9. Identifies and prioritizes problems in the Accounting Section's work processes that can be resolved;
10. Assesses problems identified and takes corrective and preventive actions to address the Accounting Section's problems;
11. Identifies risk factors related to situation/activity that has impact in his/her area of responsibility and acts accordingly based on Council's policies and procedures; and
12. Performs other duties and functions from time to time assigned by the Chief Accountant and/or Chief Administrative Officer of FAD.



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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 **June 09, 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](http://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:

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](mailto: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: May 26, 2023**