



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT POSITIONS As of July 07, 2023

Institution Development Division

I. One (1) Project Technical Assistant IV – PNHRs (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 any health-related course;
- Has training/background in Project Management;
- Able to think logically and understand complex ideas;
- Good organizational, time management, and presentation skills;
- Proficient in both oral and written communications;
- With good interpersonal skills, work attitude, and moral character;
- Can work with less supervisions;
- Well-versed in MS Office Applications.

Duties and Responsibilities

1. Performs secretariat functions related to the management of the Philippine National Health Research System (PNHRs)
 - a. Prepares necessary documents (i.e. minutes of the meeting, slide presentations, agenda, and liquidation reports);
 - b. Prepares communication, consolidates technical and other relevant PNHRs reports/documents;
2. Assists in the implementation/coordination of programs/projects/activities aligned with/supportive of the PNHRs Strategic directions;
3. Undertakes processing of assigned activity/program/project proposals in accordance with the PCHRD review mechanism compliant to the GIA Guidelines, DOST protocols and instructions, and other related rules and regulations;
4. Monitors the progress of PNHRs committee activities/programs/projects
 - a. Assists in the development of M&E plans for PNHRs activities/programs/projects;
 - b. Conducts sites and institutional visits, as necessary;
 - c. Assists in resolving conflicts and issues related to PNHRs activity/program/project implementation;
5. Supports positive relationships by responding promptly and professionally to requests for information and addresses the needs and interests of PNHRs stakeholders and networks;



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6. Performs other duties assigned by the Division Chief and/or Immediate Supervisor.

II. One (1) Project Administrative Aide III – IDD (Outsourced)

Basic Salary : Php 17,553/month (SG 6)
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 any four-year office course;
- Has the ability to think logically and understand complex ideas and data;
- Good organization, time management and presentation skills;
- Well-versed in MS Office Applications (Word, Excel, Power point);
- Proficient in both oral and written communications;
- With good interpersonal skill, work attitude, and moral character;
- Can work with less supervision.

Duties and Responsibilities

1. Takes charge of receiving, recording and disseminating communications and other documents received by IDD;
2. Assists the IDD Chief, Supervising SRS and other staff in coordinating activities carried out by IDD;
3. Assists the IDD Chief, Supervising SRS and other staff in taking detailed minutes and preparation of liquidation reports;
4. Performs specific tasks that may be assigned by IDD Chief, Supervising SRS, SRSD or other IDD staff.

III. One (1) Project Technical Assistant III – NID (Outsourced)

Basic Salary : Php 29,165/month (SG 12)
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 holder of any of allied health science courses;
- A Civil Service Professional Eligible or PRC Registered Professional;
- With at least 1 year of relevant experience;
- With at least 8 hours of related trainings;
- Has knowledge in business communications and project management;
- With superior written and oral communication skills;
- Technically proficient in all MS Office and Google applications;
- With good coordination and interpersonal skills, with flexibility in adapting to different people and different situations;
- Can multi-task and deliver work even under pressure;
- Willing to learn other skills related to the position; and
- A team-player and able to work with minimal supervision.

Duties and Responsibilities

1. Provides technical, financial and administrative assistance in the monitoring and evaluation of projects/proposals under the Regional Research Fund Initiative for the Regional Health Research and Development Consortia (RHRDCs);
2. Gathers data and relevant information for the preparation of reports, documents, and other materials for submission to concerned agencies;
3. Assists in the conceptualization, preparation, documentation, and monitoring of assigned projects, programs and/or activities;
4. Provides administrative support in the conduct of promotional activities, meetings, fora and workshops among others; and
5. Perform other related functions which may be assigned from time to time by the Immediate Supervisor and Division Chief.

IV. 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

- Bachelor's degree preferably in Information Technology / Computer Science or any related courses;
- Knowledgeable in PHP, MySQL, CSS, Javascript and HTML;
- Has the ability to think logically and understand complex ideas and data;
- With good interpersonal skill, work attitude, and moral character;



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- Coachable, a team-player, and can work under pressure with minimum supervision.

Duties and Responsibilities

1. Information System Development
 - a. Write, update, and maintain computer programs or software packages to handle specific jobs;
 - b. Write, analyze, review and rewrite programs using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic;
 - c. Consult with managerial and technical personnel to clarify program intent, identify problems and suggest changes; and
 - d. Perform systems analysis and programming tasks to maintain and control the use of computer systems software.
2. Information Systems Documentation
 - a. Compile and write documentation (e.g. manuals and how-tos) of programs developed and subsequent revisions, inserting comments in the coded instructions so others can understand the program; and
 - b. Submit reports in a timely manner.
3. Information System Maintenance and Enhancement
 - a. Define and resolve problems in running computer programs;
 - b. Correct errors by making appropriate changes and checking the program to ensure that the desired results are produced;
 - c. Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct; and
 - d. Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.
4. Other duties
 - a. Conduct training, seminars and workshops for software clients;
 - b. Provide technical and administrative assistance in implementing and coordinating the scholarship programs of the Council;
 - c. Coordinate with team, partners, scholars, and other relevant stakeholders; and
5. Perform other related functions which may be assigned from time to time by the Immediate Supervisor and Division Chief

V. 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



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

Preferred Qualifications/ Attributes

- 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;
- 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;
- Well-versed in MS Office Applications (Word, Excel, PowerPoint).

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;
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. Maintain database and filing system for all pertinent documents;
8. Undertake timely processing of applications; and
9. Prepare relevant documents including letters, reports, and minutes of the meetings.
10. Perform other related functions which may be assigned from time to time by the
Immediate Supervisor and Division Chief

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 **July 21, 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;



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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@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: July 07, 2023