



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT PLANTILLA POSITION As of August 11, 2023

Research Information Communication and Utilization Division

I. One (1) Science Research Specialist I

Basic Salary: 31,320.00/month (SG 13)
Plantilla Item No.: PCHRDB-SRAS1-8-1998

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional)/Second Level Eligibility
Place of Assignment Research Information Communication and Utilization Division,
PCHR Office

Preferred Qualifications/ Attributes

- Bachelor's degree in Communication and Marketing-related courses;
- Proficient in the use of desktop publishing software (Adobe InDesign, Photoshop, And other related software);
- With at least One (1) year experience in social media management;
- Strong interest in health science
- Can work under pressure and with minimum supervision;
- Strong coordination skills and ability to multi-task; resourceful, and detailed oriented.

Duties and Responsibilities

1. Supports the Communication Unit of the Council;
2. Produces articles for publication in print and online;
3. Assists in the implementation of promotional strategies, marketing communications, and public relations activities;
4. Evaluates and processes proposals for Support to Research Dissemination;
5. Performs other duties and functions as assigned by the division chief or immediate head.



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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 **August 25, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Accomplished Work Experience Sheet;
3. Performance rating in the last rating period;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of certificates of training/seminars attended;
7. Photocopy of Service Record/Certificate of Work Experience/Certificate of Employment; and
8. Application Letter addressed to:
DR. JAIME C. MONTOYA
Executive Director III

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


MICHELLE V. ATIENZA
Officer-in-charge
Office of the Executive Director

Date Posted: August 11, 2023