



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

## NOTICE OF VACANT POSITION As of August 30, 2023

### Research and Development Management Division

#### I. One (1) Project Technical Assistant IV – Biomedical Engineering for 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**

- Bachelor's degree in Biology, Biomedical Engineering, and other health/medical sciences-related courses;
- Has experience/knowledge on Project Management or previous experience/ involvement in health research projects/ initiatives related to Biology, Materials Development and other forms related to Biomedical Engineering;
- With strong work ethic and positive attitude;
- With good oral and written communication skills;
- Able to work in a team and can work independently with minimum supervision;
- Knowledgeable in MS Office, Google Suite applications, and Photoshop/video editing Biomedical Innovations in Health.

#### **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. Processes 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. Performs other duties and functions as assigned by the Division Chief and/or 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 **September 13, 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

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: August 30, 2023**