



NOTICE OF VACANT POSITIONS As of January 18, 2024

Research Information Communication and Utilization Division

I. One (1) Project Technical Specialist I – PhilHealth (Contract of Service)

Basic Salary : Php 47,606/month (SG 16)
Plantilla Item No. : N/A

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: One (1) year of relevant experience
Training: Four (4) hours of relevant training
Eligibility: Career Service (Professional) / Second Level Eligibility
(Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Public Health, Economics or Social Science-related courses;
- With experience in Project Management;
- Knowledgeable on health financing and health economics;
- Familiar with the implementation of R&D projects;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethic and positive attitude;
- 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. Project Management

- a. Be conversant with the PhilHealth and social health insurance research agenda; assist in the call for proposals and submission via online Project Management System (PMS);
- b. Conduct in-house review of assigned proposals; and prepare well thought of recommendation reports;
- c. Coordinate the conduct of external peer review; prepare a good synthesis of the reviewer's comments; and closely liaise with the proponents when revisions are called for;
- d. Where project approval is recommended, prepare the documentation for approval at relevant level (Executive Director; Governing Council);





- e. Monitor approved projects vis-à-vis the deliverables stipulated in the MOA; prepare required project status reports; and continuously update the project information in the PMS;
- f. Prepare periodic accomplishment reports of the PhilHealth STUDIES project;
- g. Lead organizing committee for the planning and organizing of research dissemination events and activities; and
- h. Perform other duties assigned by the Immediate Supervisor and the Division Chief of Research Information, Communication, and Utilization Division.

2. Research Dissemination and Capacity Building

- a. Facilitate the conduct of activities for continued relevant capacity building for PhilHealth STUDIES stakeholders e.g. PhilHealth STUDIES Program Manager (CorPlan), PhilHealth departments;
- b. Facilitate, or assist in, the conduct of research dissemination activities of PhilHealth STUDIES project.

II. One (1) Project Technical Assistant VI (Information Officer II) - Communication (Outsourced)

Basic Salary : Php 36,619/month (SG 15)
Plantilla Item No. : N/A

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: One (1) year of relevant experience
Training: Four (4) hours of relevant training
Eligibility: Career Service (Professional) / Second Level Eligibility (Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Communication, Marketing, Public Management, Sociology, and other related courses;
- With at least 2 years experience in writing senior-level speeches;
- Excellent research and analytical skills;
- Exceptional writing and editing skills with the ability to tailor content for different audiences;
- Flexible and able to work efficiently and professionally even on tight deadlines;
- Creative thinking and problem-solving abilities;
- Ability to coach and advise on effective public speaking techniques;
- Can work under pressure and with minimal supervision;
- Knowledgeable in computer office applications (MS Office and GSuite platforms).

Duties and Responsibilities

1. Provides preliminary treatment, writes and obtains approval for speeches and other positioning documents for the Executive Director.
2. Ensures clarity, coherence, and alignment of the developed speeches with the intended audience.



3. Maintains familiarity with the Council's projects and initiatives and current events appropriate to the development of high-quality written and spoken communications.
4. Assists with special presentations as requested by senior management.
5. Develop engaging and informative content for various communication channels, including newsletters, blogs, and social media.
6. Collaborates with senior staff and communication teams to align messaging with broader campaigns.
7. Performs other duties of a regular and special nature as assigned by the Immediate Supervisor and Division Chief.

Finance and Administrative Division

I. Two (2) Project Administrative I (Driver)–Property and Supply (Outsourced)

Basic Salary : Php15,586/month (SG 4)
Plantilla Item No. : N/A

Qualification Standard

Education: Elementary School Graduate
Experience: None required
Training: None required
Eligibility: Professional Driver's license

Preferred Qualifications/ Attributes

- With Driving National Certificate (NC) II;
- At least High School graduate;
- Clean driving record;
- With good interpersonal skills;
- Working knowledge of local roads and routes;
- Punctual and reliable.

Duties and Responsibilities

1. Maintains cleanliness of the assigned PCHRD official motor vehicle;
2. Determines the operational requirements of the assigned PCHRD official motor vehicle;
3. Will serve as an official driver of PCHRD official motor vehicle;
4. Maintains and compiles records pertaining to the trips and operation of the assigned PCHRD official motor vehicle;
5. Monitors the Preventive Maintenance Schedule of the assigned PCHRD official motor vehicle;
6. Conducts daily disinfection before and after every trip;
7. Adhere to the laws and guidelines pertaining to road safety and traffic rules; and
8. Perform other related duties and functions as may be assigned by the immediate supervisor and the 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 (EEO) 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 **February 1, 2024**.

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

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, MDs, PhD, CESO II
Executive Director III

Date Posted: January 18, 2024

