



NOTICE OF VACANT POSITIONS As of March 19, 2024

Finance and Administrative Division

I. One (1) Project Administrative Aide V – Records (Contract of Service)

Basic Salary : Php 23,693/month (SG 8)
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 Bachelor's degree;
- With good interpersonal skills, work attitude, and moral character;
- 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. Receives all internal/incoming and outgoing communication and other documents with complete attachments and record to the official Record Logbook;
2. Disseminates all recorded incoming and outgoing documents to concerned employees/divisions;
3. Assists in filing, retrieving and inventory of records into the Records File Storage Room;
4. Performs other duties and responsibilities assigned from time to time by the Head of the Records Section and the Chief Administrative Officer.



II. One (1) Project Administrative Aide V – COA (Contract of Service)

Basic Salary : Php 23,693/month (SG 8)
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 Bachelor's degree;
- With good interpersonal skills, work attitude, and moral character;
- Coachable, has initiative, 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. Responsible for conducting thorough inventory of the PCHRD records and files, aging at least 10 years, located in the temporary storage facility of COA as provided by the PCHRD;
2. Provide assistance to the Audit Team in performing other tasks related to the Request for Disposal of the said documents; and
3. Perform other assignments as required by the Audit Team from time to time within the period of contract.

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 **March 29, 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@pchrd.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


JAIME C. MONTOYA, MD, MDs, PhD, CESO II
Executive Director III

Date Posted: March 19, 2024