



NOTICE OF VACANT POSITION As of March 22, 2024

Finance and Administrative Division

I. One (1) Project Technical Assistant IV (Contract of Service)

Basic Salary : Php 37,584/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 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 skills, work attitude, and moral character;
- 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;
 - d. Perform systems analysis and programming tasks to maintain and control the use of computer systems or 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;
 - 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 to FAD;
 - c. Coordinate with team, partner institutions, and other relevant stakeholders when needed;
 - d. Perform other duties assigned by the Division Chief and/or Immediate Supervisor.

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 **April 01, 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.

A handwritten signature in blue ink, appearing to read 'Michelle V. Atienza'.

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

Date Posted: March 22, 2024