



NOTICE OF VACANT PLANTILLA POSITIONS As of March 13, 2024

Research and Development Management Division

I. One (1) Science Research Specialist II

Basic Salary: 39,672.00/ month (SG 16)
Plantilla Item No.: PCHRDB-SRAS2-3-2001

Qualification Standard

Education: Bachelor’s degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)/ Second Level Eligibility
Place of Assignment Research and Development Management Division
 PCHR Office

Preferred Qualifications/ Attributes

- Post graduate units or degree preferably in Health or Life Sciences-related courses, Public/Technology/ R&D Management in Health, Health Systems is an advantage;
- Bachelor’s degree preferably in Health/Life-Sciences-related courses;
- With prior experience in project management, especially in health R&D, and is 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 ethics and positive attitude; and
- Pro-active, a team player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office, GSuite, and other office/PM platforms)

Duties and Responsibilities

1. Serve as R&D Program Head under the General Health and Wellness (Tuklas Lunas, Functional Food, Nutrition and Food Safety) by overseeing and managing the overall activities of the program assigned to include priority area/agenda setting and updating, project appraisals, monitoring and evaluation, roadmap assessment, and resource planning and management in accordance to the Council’s established Quality Management System and the Division’s core mandate.





2. Oversee activities and outputs of project managers under the R&D Program area/s of assignments on the evaluation of proposals, and monitoring and evaluation of ongoing projects;
3. Facilitate en-banc evaluation meetings for proposal evaluation and/or project monitoring, provide technical inputs, and review and submit recommendations to the Cluster Head (Senior SRS);
4. Coordinate preparation of technical reports on the R&D program area/s of assignment and related concerns/issues required by DBM, Congress and other Council stakeholders;
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. Assist RDMD Cluster Head/Supervisors in planning/ coordinating R&D Program-level activities and initiatives;
8. Provide inputs/updates in the Project Management System (PMS);
9. Attend identified local or international R&D-related functions, trainings, and activities, and provide and/or give presentations on subject matter/s as requested or called upon by the activity;
10. Provide assistance and or participate in activities organized by PCHR;
11. Perform other duties and functions assigned by the Division Chief/Senior staff.

II. One (1) Science Research Specialist I

Basic Salary: 31,320.00/ month (SG 13)
Plantilla Item No.: PCHRDB-SRAS1-1-2023

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 and Development Management Division
 PCHR Office

Preferred Qualifications/ Attributes

- Post graduate units or degree preferably in Health or Life Sciences-related courses, Public/Technology/ R&D Management in Health, Health Systems is an advantage;
- Bachelor's degree preferably in Health/Life-Sciences-related courses;
- With prior experience in project management, especially in health R&D, and is 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 ethics and positive attitude; and
- Pro-active, a team player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office, GSuite, and other office/PM platforms)

Duties and Responsibilities

1. Act as deputy program head for R&D programs under the Health Research for Response and Resilience Cluster (Re-emerging and Emerging Diseases, Brain and Mental Health, DRR-CCAH in Health, and Special Health Research) by assisting the Cluster and Program Head in managing the overall activities of the program assigned to include priority area/agenda setting and updating, project appraisals, monitoring and evaluation, roadmap assessment, and resource planning and management in accordance to the Council's established Quality Management System and the Division's core mandate.
2. Assist in overseeing the activities and outputs of project managers under the R&D Program area/s of assignments on the evaluation of proposals, and monitoring and evaluation of ongoing projects;
3. Evaluate proposals submitted for funding and monitor approved funded projects in accordance with the PCHRD QMS requirements;
4. Facilitate en-banc evaluation meetings for proposal evaluation and/or project monitoring, provide technical inputs, and review and submit recommendations to the Program Head and/or Cluster Head (Senior SRS);
5. Assist Cluster and Program head in coordinating the preparation of technical reports on the R&D program area/s of assignment and related concerns/issues required by DBM, Congress and other Council stakeholders;
6. Coordinate with project proponents/researchers regarding concerns on proposed/on-going projects;
7. Respond to inquiries by individuals and or project proponents/researchers regarding R&D projects;
8. Assist RDMD Program Head/Cluster Head/Supervisors in planning/ coordinating R&D Program-level activities and initiatives;
9. Provide inputs/updates in the Project Management System (PMS);
10. Attend identified local or international R&D-related functions, trainings, and activities, and provide and/or give presentations on subject matter/s as requested or called upon by the activity;
11. Provide assistance and or participate in activities organized by PCHRD;
12. Perform other duties and functions assigned by the Division Chief/Senior staff.





III. One (1) Science Research Specialist I

Basic Salary: 31,320.00/ month (SG 13)
Plantilla Item No.: PCHRDB-SRAS1-2-2023

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 and Development Management Division
PCHR Office

Preferred Qualifications/ Attributes

- Post graduate units or degree preferably in Health or Life Sciences-related courses, Public/Technology/ R&D Management in Health, Health Systems is an advantage;
- Bachelor's degree preferably in Health/Life-Sciences-related courses;
- With prior experience in project management, especially in health R&D, and is 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 ethics and positive attitude; and
- Pro-active, a team player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office, GSuite, and other office/PM platforms)

Duties and Responsibilities

1. Act as deputy program head for R&D programs under the Advanced and Frontier Technologies for Health Cluster (Diagnostics, Omics, Biomedical Engineering, and Digital and Frontier Technologies for Health) by assisting the Cluster and Program Head in managing the overall activities of the program assigned to include priority area/agenda setting and updating, project appraisals, monitoring and evaluation, roadmap assessment, and resource planning and management in accordance to the Council's established Quality Management System and the Division's core mandate.
2. Assist in overseeing the activities and outputs of project managers under the R&D Program area/s of assignments on the evaluation of proposals, and monitoring and evaluation of ongoing projects;
3. Evaluate proposals submitted for funding and monitor approved funded projects in accordance with the PCHR QMS requirements;





4. Facilitate en-banc evaluation meetings for proposal evaluation and/or project monitoring, provide technical inputs, and review and submit recommendations to the Program Head and/or Cluster Head (Senior SRS);
5. Assist Cluster and Program head in coordinating the preparation of technical reports on the R&D program area/s of assignment and related concerns/issues required by DBM, Congress and other Council stakeholders;
6. Coordinate with project proponents/researchers regarding concerns on proposed/on-going projects;
7. Respond to inquiries by individuals and or project proponents/researchers regarding R&D projects;
8. Assist RDMD Program Head/Cluster Head/Supervisors in planning/ coordinating R&D Program-level activities and initiatives;
9. Provide inputs/updates in the Project Management System (PMS);
10. Attend identified local or international R&D-related functions, trainings, and activities, and provide and/or give presentations on subject matter/s as requested or called upon by the activity;
11. Provide assistance and or participate in activities organized by PCHR;D;
12. Perform other duties and functions assigned by the Division Chief/Senior staff.

Finance and Administrative Division

I. One (1) Administrative Officer IV (Administrative Officer II)

Basic Salary: 36,619.00/ month (SG 15)
Plantilla Item No.: PCHRDB-ADOF4-2-2019

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)/ Second Level Eligibility
Place of Assignment Finance and Administrative Division, PCHR Office

Preferred Qualifications/ Attributes

- Graduate of any Bachelor's degree;
- With training on updates in Republic Act (RA) 9184 and Its 2016 Revised Implementing Rules and Regulations;
- With background/experience in Government Procurement;
- Knowledgeable in ISO 9001:2015;
- With good oral and written communication skills;
- With strong work ethics and positive attitude;





- Pro-active, a team player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office, GSuite, and other office/PM platforms)

Duties and Responsibilities

Shall be responsible for the planning, procurement, and contract management activities of the Council. Specifically, he/she shall perform the following;

1. Assist in coordination and monitoring of all procurement activities of the Council;
2. Assist in providing technical assistance to the end-user units in the preparation of their Project Procurement Management Plans (PPMPs);
3. Assist in consolidating Project Procurement Management Plans (PPMPs) from various units/divisions into one (1) Annual Procurement Plan (APP);
4. Assist in the management and monitoring all phases of the procurement process;
5. Assist in keeping track on the progress of procurement process for efficiency;
6. Assist in the preparation and submission of all procurement accountability reports to relevant government agencies as required;
7. Create and maintain a database of price monitoring list of goods and services regularly procured by the agency and a list of suppliers, contractors and consultants;
8. Monitor compliance with the terms and conditions of the procurement contract;
9. Coordinate with the end users for the acceptance of goods and services;
10. Coordinate with the Finance Sections for the payment of contracts;
11. Initiate review and assessment of performance and recommend sanctions to the head of the procuring entity, through the BAC, against erring suppliers, contractors and consultants, including the forfeiture of performance security and blacklisting;
12. Act as member of BAC Secretariat;
13. Ensure compliance with ISO Standard; and
14. Perform other duties that may be assigned from time to time.

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 27, 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;
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:

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.


PAUL ERNEST N. DE LEON, MDM
Officer-in-charge
Office of the Executive Director

Date Posted: March 13, 2024

