



## **NOTICE OF VACANT PLANTILLA POSITIONS** **As of March 4, 2024**

### **Institution Development Division**

#### **I. One (1) Senior Science Research Specialist**

**Basic Salary:** 51,357.00/ month (SG 19)  
**Plantilla Item No.:** PCHRDB-SRSRS-4-1998

#### **Qualification Standard**

**Education:** Bachelor's degree relevant to the job  
**Experience:** 2 years of relevant experience  
**Training:** 8 hours of relevant training  
**Eligibility:** Career Service (Professional)/ Second Level Eligibility  
**Place of Assignment** Institution Development Division, PCHRD Office

#### **Preferred Qualifications/ Attributes**

- Bachelor's degree preferably in Health, Human Resource or other related courses;
- With prior experience in program /project management;
- Good organizational, time management and presentation skills;
- With good decision-making and analytical thinking skills;
- With excellent interpersonal, oral and written communication skills;
- With strong work ethics and positive attitude; and
- Proactive, results-oriented and can work under pressure with minimum supervision.

#### **Duties and Responsibilities**

1. Directs and supervises all activities of the Institution Development Division Human Resource Development (HRD) Program;
2. Provides over-all direction/ supervision in the monitoring & implementation of PCHRD/SEI-ASTHRDP scholarship & awards program;
3. Approves and provides technical and administrative guidance/advise to incoming, on-going and completed scholars;
4. Reviews and endorses approval of the release of financial grants/privileges of PCHRD/SEI-ASTHRDP Scholars;
5. Reviews and finalizes reports related to Human Resource Development Program;
6. Ensures on-time processing of scholarship/fellowship, awards applications;



7. Oversees the Scholarship Information System development and maintenance;
8. Assist in establishing potential collaborations related to the HRD program; and
9. Performs other functions assigned by the Division Chief.

## **II. One (1) Science Research Specialist I**

**Basic Salary:** 31,320.00/ month (SG 13)  
**Plantilla Item No.:** PCHRDB-SRAS1-4-2023

### **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** Institution Development Division, PCHRD Office

### **Preferred Qualifications/ Attributes**

- Bachelor's degree preferably in Health, Human Resource or other related courses;
- Good organizational, time management and presentation skills;
- With excellent interpersonal, oral and written communication skills;
- With strong work ethics and positive attitude; and
- Proactive, results-oriented and can work under pressure with minimum supervision.

### **Duties and Responsibilities**

1. Assists in the implementation of PCHRD HRD program;
2. Provide technical and administrative assistance in implementing and coordinating the HRD programs of the Council;
3. Assist in organizing and coordinating meetings with partner institutions, awardees, scholars, and other relevant stakeholders;
4. Assist in the dissemination of HRD programs of IDD to prospective grantees and institutions interested in health research;
5. Facilitate the initial application review and monitor progress of all grantees/scholars and their research initiatives and activities;
6. Reviews and recommends approval of the release of financial grants/privileges of PCHRD scholars;
7. Evaluate completeness of requirements necessary for facilitating fund releases to scholars/awardees;
8. Assist in establishing partnerships related to scholarship/fellowship program;







9. Maintain database/information system for all pertinent documents;
10. Perform other related functions which 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 18, 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](http://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](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: March 4, 2024**

