



NOTICE OF VACANT PLANTILLA POSITIONS As of April 8, 2024

Finance and Administrative Division

I. One (1) Administrative Officer V (Records Officer III)

Basic Salary: 46,725.00/ month (SG 18)
Plantilla Item No.: PCHRDB-ADOF5-8-2004

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 Finance and Administrative Division, PCHRD Office

Preferred Qualifications/ Attributes

- Graduate of any Bachelor's degree;
- With background or experience in Records Management System;
- Has relevant training on records management;
- With good oral and written communication skills;
- With strong work ethics and positive attitude;
- Proactive, a team leader, and can work under pressure with minimum supervision,
- Knowledgeable in computer office applications such as but not limited to MS Office, GSuite and other office/PM platforms.

Duties and Responsibilities

1. Takes special charge in the file splitting of all outgoing papers of the Council;
2. Keeps systematic file using the subject and numerical system of letters, circulars, memoranda, reports, and other documents received or dispatched by the agency for ready reference;
3. Checks acknowledgement slips surrendered by courier with record on file to determine completeness of documents delivered and correctness of billing;
4. Maintains security of records particularly those which are sensitive and confidential in nature;
5. Retrieves records from central file whenever needed by the staff;
6. Disposes records following the guidelines on the decentralized disposal of valueless records in the government agencies;



7. Provides copies of correspondence and other such papers which are needed in carrying out the duties and functions of the Council and for file purposes;
8. ISO process owner of the processes in the Records Section such as Handling of Incoming and Outgoing Communications;
9. Performs other duties and functions assigned from time to time by the Chief Administrative Officer.

Research Information Communication and Utilization Division

II. One (1) Senior Science Research Specialist

Basic Salary: 51,357.00/ month (SG 19)
Plantilla Item No.: PCHRDB-SRSRS-7-1998

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 Research Information Communication and Utilization Division, PCHR Office

Preferred Qualifications/ Attributes

- Bachelor's degree in Health Sciences or other related courses;
- With at least two (2) years experience in conceptualizing and implementing Intellectual Property and Technology Management programs and activities;
- Has strong planning and organizing skills;
- Proficient both in oral and written communication;
- With strong work ethics and positive attitude;
- A team leader, proactive, and can work under pressure with minimum supervision,
- Knowledgeable in computer office applications such as but not limited to MS Office, GSuite and other office platforms.

Duties and Responsibilities

1. Leads the Intellectual Property and Technology Management (IPTM) Unit of the Division;



2. Prepares, implements and coordinates programs and projects within the scope of the IPTM Unit's responsibilities;
3. Evaluates project proposals, facilitates approval, and monitors approved projects;
4. Coordinates and lends expertise to other units of the agency on matters pertaining to his/her area of specialization;
5. Assists the Division Chief in establishing and maintaining linkages with network institutions;
6. Participates in and/or manages PCHRD/RICUD activities e.g., forum/symposium/ meetings, trainings, survey, assessment and seminars;
7. Performs other functions assigned by the Division Chief 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 **April 22, 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@pchr.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


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

Date Posted: April 8, 2024