



NOTICE OF VACANT POSITION As of June 19, 2024

Finance and Administrative Division

I. One (1) Project Administrative Assistant I (Contract of Service)

Basic Salary : Php 27,811/month (SG 10)
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 preferably in Science/Arts in Psychology; Human Resource Management, or any related course;
- With relevant basic training on 4 HR systems (Recruitment, Selection & Placement, Learning & Development, Rewards & Recognition and Performance Management);
- With background in different facets of Human Resource Management including employee relation;
- Has good oral and written communication skills;
- With positive interpersonal skills and positive work attitude;
- Coachable, a team player, and can work under pressure with minimum supervision, innovative and multi-tasker;
- Computer literate and can create databases for HR files

Duties and Responsibilities

- I. Recruitment Selection and Placement
 - a. Assists the Head Human Resource Management Officer (HRMO) in the formulation of the Staffing and succession plan through forecasting and coordination with Top Management on staffing needs of the Council to guide the Council in searching, attracting, and hiring the right talent for the right job at the right time;
 - b. Assists in devising the recruitment plan based on the medium-term needs of the Council to identify various talent sources and candidates, who can help achieve the Division and Council's goals and objectives;



- c. Oversees the evaluation of candidate's profile to determine the right fit for the job by developing or adopting and administering appropriate examinations and simulations according to the position being applied for by the candidates;
- d. Sends feedback to applicants by coordinating with other divisions on their feedback or evaluation, so that the candidates will be adequately informed about the status of their application;
- e. Assists in the preparation of contract of service and other recruitment documents of newly hired non-plantilla personnel;
- f. Assists the HRMO in welcoming new hires by introducing them to the Council and orienting them on basic employee policies and guidelines to support their stay in the organization;
- g. Updates the Actual Duties and Responsibilities of Plantilla, Non Plantilla and Outsourced Personnel as needed;
- h. Handles applicant tracking database;
- i. Prepares ID Cards if newly-hired, newly-appointed/promoted personnel and upon employee request;
- j. Assists in the preparation /validation of Monthly Recruitment-Related Reports according to their deadline as follows:
 - A. HR Monthly Reports
 - 1. Notice of Newly Hired Staff
 - 2. Individual Email for New Hired Personnel- Starting Date
 - 3. Summary of Notice of Newly Hired Staff- every first week of the month
 - 4. Notice of Promoted Staff – every first week of the month
 - 5. Summary of Vacant Plantilla and Non Plantilla Positions- every first week of the month
 - 6. Summary of Applicants-every first week of the month
 - B. Status of Quality Objectives – every first week of the month - Recruitment Selection and Placement.

II. Other HR-related tasks

- a. Assists in the preparation of Special Order (SO) for Officer-in-charge, Special Disbursing Officer and other related SO of the agency;
- b. Prepares and updates regularly the 201 file, service records, educational qualifications, eligibility, performance evaluation of employees, communications/ memoranda and other HR-related documents of plantilla, non-plantilla and outsourced personnel;
- c. Assists in ISO documentation;
- d. Assists in facilitating DOST- PCHRD and DOST-Wide activities;
- e. Performs other related duties assigned from time to time by the Administrative Officer V (HRMO) and/or Division Chief.

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 **July 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.


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

Date Posted: June 19, 2024