



## **NOTICE OF VACANT POSITION** **As of March 5, 2025**

### **Institution Development Division**

#### **I. One (1) Project Technical Assistant IV – Human Resources Development (Contract of Service)**

**Basic Salary** : Php 41,305/ 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**

- Graduate of health related or any relevant courses;
- Has the ability to think logically and understand complex ideas and data;
- Has good organizational, time management, and presentation skills;
- Must be well-versed in MS Office Applications (Word, Excel, Powerpoint);
- Proficient in both oral and written communications;
- With good interpersonal skill, work attitude, and moral character; and
- Proactive, results-oriented and can work under pressure with minimum supervision.

#### **Duties and Responsibilities**

1. Provide technical support in the implementation and coordination of the foreign and local scholarship programs of the Council;
2. Evaluate Regional Research Fund (RRF) proposals and monitor ongoing projects in accordance with the Council's established procedures;
3. Provide administrative assistance (liquidation of funds/grants, filing and documentation of relevant documents, etc.);
4. Coordinate with project proponents, partners, scholars, and other relevant stakeholders;
5. Assist in the dissemination of RRF, scholarship and other programs of IDD to prospective grantees and institutions interested in health research;
6. Assist in the applications review and prepare documents for subsequent actions;
7. Assist in organizing and coordinating meetings with project proponents, partner institutions, scholars, DOST-SEI, RHRDCs, and other relevant stakeholders;
8. Monitor progress of all grantees and scholars and their research initiatives and activities;
9. Maintain database and filing system for all pertinent documents;
10. Undertake timely processing of applications;
11. Prepare relevant documents including letters, reports, and minutes of the meetings; and
12. Perform tasks that may be assigned by immediate supervisor and IDD 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 **March 19, 2025**.

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 (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. MONTOKA**

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](mailto:recruitment@pchrd.dost.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**JOANA A. AMERICA**

Officer in Charge, Office of the Executive Director

**Date Posted: March 5, 2025**

