



NOTICE OF VACANT POSITIONS

As of June 18, 2025

Research and Development Management Division

I. One (1) Project Technical Assistant IV – DRR-CCAH (Contract of Service)

Basic Salary: 41,305.00/ 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 Public Health, Biological Sciences, Environmental Health of Life Science-related courses, Public/Technology/R&D Management in Health, Health Systems;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethics and positive attitude;
- Proactive, a team player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office, Suite, and other office/GSuite platforms);
- Has background in project management and has familiarity with R&D project implementation;
- With 4 hours of relevant training; and
- Has relevant background in environmental health sciences, DRR or CCA-related sciences.

Duties and Responsibilities

1. Plans, evaluates and monitors assigned projects under the DRR-CCAH (Disaster Risk Reduction and Climate Change Adaptation in Health) Program specifically projects in Environmental Health, Occupational Health, Health Service Delivery through Disaster management, and other related projects;
2. Evaluate project proposals and monitor ongoing projects following the Council's established procedures under its Quality Management System;
3. Process project proposals submitted/referred to PCHRD following established procedures;
4. Process proposals approved for financial assistance;
5. Prepare technical reports on R&D projects and other health-related concerns/issues required by DBM, Congress, and external funding agencies;
6. Coordinate with project proponents/researchers regarding concerns on proposed/ongoing projects through conduct of face to face or online evaluation, monitoring activities, meetings and other forms of communications such as through phone calls and messages, and emails;
7. Respond to inquiries by individuals and/or project proponents/researchers regarding R&D projects;
8. Provide inputs/updates in the Project Management System (PMS);
9. Provide assistance and or participate in activities organized by PCHRD; and
10. Perform other duties and functions assigned by the Division Chief/Senior Staff.

II. One (1) Project Technical Assistant IV – Re-emerging and Emerging Diseases Program (Contract of Service)

Basic Salary: 41,305.00/ 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 Public Health, Biological Sciences, or any health-related courses and life science;

- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethics and positive attitude;
- Must be coachable, a team player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office and GSuite platforms);
- Has background in project management and is familiar with the implementation of R&D projects; and
- With 4 hours of relevant training.

Duties and Responsibilities

1. Evaluate project proposals and monitor ongoing projects following the Council's established procedures under its Quality Management System;
2. Process project proposals submitted/referred to PCHRD following established procedures;
3. Process proposals approved for financial assistance;
4. Prepare technical reports on R&D projects and other health-related concerns/issues required by DBM, Congress, and external funding agencies;
5. Coordinate with project proponents/researchers regarding concerns on proposed/ongoing projects through conduct of face to face or online evaluation, monitoring activities, meetings and other forms of communications such as through phone calls and messages, and emails;
6. Respond to inquiries by individuals and/or project proponents/researchers regarding R&D projects;
7. Provide inputs/updates in the Project Management System (PMS);
8. Provide assistance and or participate in activities organized by PCHRD; and
9. Perform other duties and functions assigned by the Division Chief/Senior Staff.

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 2, 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;



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.

MICHELLE V. ATIENZA
Officer-in-Charge, Office of the
Executive Director

Date Posted: June 18, 2025