

NOTICE OF VACANT PLANTILLA POSITION

As of June 24, 2025

Finance and Administrative Division

I. One (1) Administrative Officer II

Basic Salary: 30,024.00/ month (SG 11)
Plantilla Item No.: PCHRDB-ADOF2-3-2019

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: Finance and Administrative Division, PCHRD Office

Preferred Qualifications/ Attributes

- Graduate of any Bachelor's degree;
- With training on updates in Republic Act (RA) No. 9184 and its 2016 Revised Implementing Rules and Regulations (IRR);
- With background/experience in Government Procurement;
- Knowledgeable in ISO 9001:2015;
- With good oral and written communication skills;
- Pro-active, a team player, and can work under pressure with minimum supervision; and
- Knowledgeable in computer office applications (MS Office, GSuite, and other office/PM platforms).

Duties and Responsibilities

1. Provides Administrative Support to Bids and Award Committee;
2. Organizes and makes all necessary arrangements for BAC meetings and conferences;
3. Prepares minutes of meetings and resolutions of the BAC;

4. Takes custody of procurement documents and other records;
5. Prepares and manages the sale and distribution of Bidding Documents to interested bidders;
6. Advertises and/or post bidding opportunities, including Bidding Documents, and notices of awards;
7. Assists in managing the procurement processes;
8. Monitors procurement activities and milestones for proper reporting to relevant government agencies when required;
9. Acts as the central channel of communications for the BAC with end users, other sections, units and/or divisions, other government agencies, providers of goods, infrastructure projects, consulting services, observers, and the general public;
10. Creates and maintains a database of price monitoring list of goods and services regularly procured by the agency and a list of suppliers, contractors and consultants;
11. Assists in coordination and processing of official travel arrangements, including the facilitation of airfare booking requests;
12. Acts as member of BAC Secretariat;
13. Ensures compliance with ISO Standard; and
14. Performs other duties that 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 **July 08, 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.


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

Date Posted: June 24, 2025