



NOTICE OF VACANT POSITION **As of July 7, 2025**

Research and Development Management Division

I. One (1) Project Technical Assistant IV – Brain and Mental Health (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 Psychology, Public Health, Social Sciences, or related life science and health courses;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With a strong work ethic 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 other GSuite platforms); and
- Has a background in project management and familiar with the implementation of R&D project;

Duties and Responsibilities

1. Evaluate project proposals and monitor PCHRD and/or DOST-GIA funded on-going projects in the R&D program area of assignment in accordance with 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 other stakeholders;
5. Coordinate with project proponents/researchers regarding concerns on proposed/on-going 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. Assist Program Managers/Supervisors in planning/coordinating R&D Program-level activities and initiatives;
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.

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 21, 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: July 7, 2025