



NOTICE OF VACANT PLANTILLA POSITIONS

As of January 21, 2020

Office of the Executive Director / Institution Development Division

I. Science Research Specialist II (BSP) – Permanent

Basic Salary: P40,300.80 / month

Item No.: SRAS2-2-2019

Qualification Standard

Education: Bachelor's Degree relevant to the job

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Social Science/Health-related courses with at least two years' experience in program management, including budget development, resource management, and program monitoring and evaluation;
- Possesses good critical thinking skills and works well in a team
- Must be excellent in MS Office applications (Office, Word, Powerpoint, Publisher) and computer networks
- Proficient in both oral and written communications
- Committed to high professional and ethical standards with demonstrated leadership and good interpersonal skills

Duties and Responsibilities

1. Proactive search of potential Balik Scientists and partner Host Institutions
2. Manage and facilitate the processing of applications of Balik Scientists in coordination with the host institutions and Divisions within PCHRD (IDD, RICUD and RDMD)
 - a) Review completeness of submitted documents and acknowledge receipt of complete documents;
 - b) Provide initial comments and revisions in the documents as needed;
 - c) Refer application to technical evaluator;
 - d) Prepare endorsement/approval documents for consideration of designated DOST officials;
 - e) Advise BSP Awardee/Host Institutions to make necessary arrangement for the engagement; and
 - f) Prepare contract for signature of the parties
3. Facilitate the release of appropriate benefits and incentives provided under the BSP Act to Balik Scientists who passed the application process
 - a) Coordinate with Balik Scientists on information needed in processing the incentives (i.a account details, TIN and other information);
 - b) Compute applicable incentives to be provided to Balik Scientists;
 - c) Process requests of Balik Scientists for financial assistance in conduct of activities, attendance to conferences and other related concerns;
 - d) Inform Balik Scientists once incentives are credited in their accounts;

- e) Assist In filing duties and tax exemptions with DOF and BOC;
 - f) Assist in visa applications and other related concerns; and
 - g) Monitor expenditures of the program and release of incentives/benefits to Balik Scientists
4. Monitor the implementation of the Program in coordination with the respective hosts Institutions and fulfillment of the agreed obligations and responsibilities of Balik Scientists.
 - a) Conduct briefing/orientation meeting to Balik Scientists together with their host institutions and all involved parties;
 - b) Monitor the activities of the Balik Scientists and prepare status reports for appropriate action;
 - c) Monitor submission of reports; and
 - d) Conduct Exit Report Presentation
 5. Assist in policy review (periodical assessment of the implementing rules and regulations for the efficient provision of benefits and incentives, which include clarification of pertinent rules and regulations promulgated and administered by other government agencies)
 - a) Review of the memorandum circular and implementing rules and regulations and make proper recommendation to the Project Leader; and
 - b) Review all issuances and documents relevant to the Implementation of the program
 6. Assess the actual/anticipated impacts of each engagement and the over-all implementation of the Program;
 7. Assist in the planning, implementation and evaluation of the BSP Annual Convention
 8. Maintain databank of Balik Scientists
 9. Correspond to all communications received from DOST/other coordinating agencies
 10. Prepare reports or other documents as may be required by DOST/other coordinating agencies (PRC, etc.,)
 - a) Annual Report
 - b) Progress Report
 - c) Financial Report
 - d) Lists of Balik Scientists with corresponding duration of awarded engagement (PRC)
 - e) Annual Budgetary Requirements to DOST
 11. Assist in the conduct of promotional and other related activities
 - a) Conduct promotional activities to potential hosts/applicants locally and abroad
 - b) Formulate IEC materials
 12. Perform other specific tasks as assigned by IDD Chief, Supervising SRS, SRSD and other IDD staff

II. Science Research Specialist I (BSP) – Permanent

Basic Salary: P30,278.40 / month

Item No.: SRAS1-1-2019

Qualification Standard

Education: Bachelor's Degree relevant to the job

Experience: None Required

Training: None Required

Eligibility: Career Service (Professional) Second Level Eligibility

