



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



## NOTICE OF VACANT POSITIONS

As of March 2, 2020

### OUTSOURCED

#### Office of the Executive Director- Planning Unit

**One (1) Project Assistant III**

**Basic Salary: Php 22,938.00 / month**

#### **Qualification Standard**

**Education:** Completion of two years studies in college

**Experience:** 2 years of relevant experience

**Training:** 8 hours of relevant training

#### **Preferred Qualifications/ Attributes**

- Graduate of Development/Mass Communication, Business and Marketing Health Allied and related course
- Is computer literate and has typing skills
- Preferably with Business Development Economics Background

#### **Duties and Responsibilities**

1. Assists to plan, organize and document the conduct and preparation of PCHRD Annual Operational Plan based on the approved PCHRD 6-year Strategic Plan, including dissemination of the Annual Plan.
2. Assists to plan, organize and document the conduct of mid-term and end-of-term review of the PCHRF 6-Year Strategic Plan.
3. Assists in monitoring and evaluation of the Annual Plan, as well as reporting system from section/team/program to the division; from the division to the Council of the accomplishments, opportunities and risks of meeting or non-meeting of targets.
4. Assists in monitoring the content of the Project Monitoring System is updated an provide technical support to PMS Clients.
5. Assists to innovate and find ways to continually improve the Council's planning data gathering and reporting processes.
6. Perform other related duties and tasks assigned from time to time by the Planning Head Unit.

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. Attach the following documents to the application letter and send to the address below not later than

March 16, 2020

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; and
5. Photocopy of Transcript of Records and Diploma
6. Photocopy of training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience; and
8. Application Letter addressed to :

**DR. JAIME C. MONTOYA**  
Executive Director

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**DR. BUENALIVIA N. OLATAN**  
**ADMINISTRATIVE OFFICER V**  
Human Resource Management Section  
DOST-Philippine Council for Health Research and Development  
Saliksik Building, General Santos Avenue, Bicutan, Taguig City  
Bicutan, Taguig City  
[pchrd.hrrecruitment@gmail.com](mailto:pchrd.hrrecruitment@gmail.com)

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

*Jac C G:*  
**JAIME C. MONTOYA, MD, MSc, Ph.D, CESO III**  
Executive Director *sent*

**Date Posted:**

