



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND
DEVELOPMENT



NOTICE OF VACANT PLANTILLA POSITIONS

As of June 25, 2020

Research Information, Communication and Utilization Division

I. Science Research Specialist I – Permanent

Basic Salary: P26,754.00 / month

Item No.: SRAS1-6-1998

Qualification Standard

Education: Bachelor's Degree relevant to the job

Experience: None required

Training: None required

Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Information Technology (IT) and Computer Science;
- Computer literate;
- Has special training in PHP.MySQL, JQuery, Vue Js;
- Innovative, multi-tasker, ethical and has good interpersonal skills;
- Willing to work beyond office hours

Duties and Responsibilities

1. Write programs by translating system requirements and design into actual codes to create a system.
2. Update and enhance existing programs.
3. Test and debug programs.
4. Work closely with fellow programmers for development strategies.
5. Assist in creating and maintaining project documentation.
6. Perform other duties as assigned by division chief.

II. Science Research Specialist II – Permanent

Basic Salary: P35,106.00 / month

Item No.: SRAS2-4-1998

Qualification Standard

Education: Bachelor's Degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualifications/ Attributes

- At least a Bachelor's Degree in Mass Communication/Development Communication or equivalent;
- Strong interest in health science;
- At least a year of working experience in the related field;
- Familiar with the latest updates on SEO, SEM email, advertising campaigns, and social media trends;
- Knowledgeable in Adobe Photoshop, Illustrator/Premiere/After Effects/CAD, and 3D Graphic Design;
- Can work under pressure and in minimal supervision;
- Strong coordination skills and ability to multi-task

Duties and Responsibilities

- Formulate plans and strategies for the achievement of PCHRD Communication Unit's goals;
- Lead the production of publications in print and online platform;
- Conceptualizes, develops, and implements promotional materials such as videos, animations, documentaries, etc.;
- Write and proofread content, press release, and other types of content as needed;
- Assists in the implementation of promotional strategies, marketing communications, and public relation activities;
- Analyzes social media and websites activity reports to continuously improve the visibility of the Council;
- Evaluate, facilitate approval and fund releases and monitor dissemination programs of the Council;
- Performs other duties and function 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. Attach the following documents to the application letter and send to the address below not later than **July 10, 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;
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

In compliance with the general community quarantine now taking effect in different regions of the country due to the pandemic COVID-19, **QUALIFIED APPLICANTS** are advised to send through email their application requirements addressed to:

DR. BUENALIVIA N. OLATAN
ADMINISTRATIVE OFFICER V
Human Resource Management Section
Philippine Council for Health Research and Development -DOST
Saliksik Building, General Santos Avenue, Bicutan, Taguig City
Bicutan, Taguig City

pchrd.hrrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED


JAIME C. MONTOYA, MD, MSc, Ph.D, CESO II
Executive Director

Date Posted: