



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

Finance and Administrative Division

I. One (1) Administrative Officer V (Supply Officer III)- Permanent

Basic Salary P42, 159.00 / month

Item No.: PCHRDB-ADOF5-9-2004

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

- Preferably has a Bachelor's degree in Business, Engineering, Economics, Applied Science
- Preferably with work experience in procurement, storage of supplies and equipment and proper disposal of unserviceable property in accordance with government prescribed standards;
- Knowledgeable in 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 otherwise known as Government Procurement Reform Act DBM and COA rules and regulations;
- Knowledgeable in Microsoft applications e.g Excel, Word, PowerPoint and Access;
- Must have good oral and written communication skills;
- With good interpersonal skills, positive work attitudes and good moral character;
- Has initiative and is forward-thinking

Duties and Responsibilities

1. Oversee and direct all activities of the Council, pertaining to general services and supply and property management;
2. Responsible for coaching, mentoring, resolving issues, providing feedback and serving as a link between subordinates and upper management;

3. Setting goals for key performance indicators and deadlines in ways that will directly contribute to the Councils mandate, plans and vision and communicate them to subordinates;
4. Organize the smooth workflow and ensure that employees understand their duties and or delegated tasks;
5. Investigates complaints and non-compliance to policies and procedures, and provide corrective action/s;
6. Integrate continual improvement on all aspect of product and services; and
7. Ensure adherence to legal and regulatory policies and procedures and undertake disciplinary actions if the need arises;

Supply and Property Management:

1. Create and maintain a monitoring system of internal control procedures to safeguard the Council assets against theft and pilferage;
2. Regularly review stock inventory re-order point to ensure continuous availability of common use supplies and materials;
3. Conduct periodic physical counts of Office Supplies Inventory and Property, plant and Equipment;
4. Maintain up to date records of Property Accountabilities and Inventory and Inspection Report for Unserviceable Property (IIRUP) and recommend to management whether PPE should be disposed of;

General Services Management:

5. Plans, designs and prepares estimates and specifications for general construction and maintenance works and other related systems and equipment;
6. Inspects building facilities, vehicle, equipment and machineries periodically to determine problems and necessary maintenance;
7. Prepares preventive maintenance schedules for building, vehicle, equipment and machineries;
8. Supervises outsource maintenance contractor's in the installations, renovations, repairs or maintenance of facilities, equipment and machineries (technician, plumbers, carpenter, etc.);
9. Inspects the work of outsource maintenance contractors for adherence to codes, plans and specifications;
10. Provides inputs in coordination with other division in the development of plans, designs and specifications of infrastructure and other related projects (e.g. renovations);
11. Ensures that all works adhere to quality standards and health and safety regulations;
12. Continually improve systems, procedures and processes to ensure more efficient services and operations; and
13. Performs other duties that maybe assigned from time to time

II. One (1) Administrative Officer V (Administrative Officer III)- Permanent

Basic Salary P42, 159.00 / month

Item No.: PCHRDB-ADOF5-1-2019

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

Duties and Responsibilities

Shall oversee and direct all activities of PCHR procurement planning, purchasing, BAC Secretariat, contract management, monitoring and administration by:

1. Coordinating and monitoring all procurement activities of the Council;
2. Providing technical assistance to the end-user units in the preparation of their Project Procurement Management Plans (PPMPs);
3. Facilitating the consolidation of Project Procurement Management Plans (PPMPs) from various units/divisions into one (1) Annual Procurement Plan (APP);
4. Managing and monitoring all phases of the procurement process;
5. Keeping track on the progress of procurement process for efficiency;
6. Preparing and submission of all procurement accountability reports to relevant government agencies as required;
7. Creating and maintaining a database of price monitoring list of goods and services regularly procured by the agency and a list of suppliers, contractors and consultants;
8. Monitoring compliance with the terms and conditions of the procurement contract;
9. Coordinating with the end users for the acceptance of goods and services;
10. Coordinating with the Finance Sections for the payment of contracts;
11. Initiating review and assessment of supplier performance and recommend sanctions to the head of the procuring entity, through the BAC, against erring suppliers, contractors and consultants, including the forfeiture of performance security and blacklisting;
12. Act as Chairperson of BAC Secretariat; and
13. Ensure compliance to ISO Standard; and
14. Perform other duties that maybe assigned from time to time.

III. One (1) Administrative Officer IV (Administrative Officer II) - Permanent

Basic Salary: P32, 053.00 / month

Item No.: PCHRDB-ADOF4-2-2019

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

Duties and Responsibilities

Shall be responsible for the planning, procurement, and contract management activities of the Council. Specifically, it shall;

1. Assist in coordination and monitoring of all procurement activities of the Council;
2. Assist in providing technical assistance to the end-user units in the preparation of their Project Procurement Management Plans (PPMPs);
3. Assist in consolidating Project Procurement Management Plans (PPMPs) from various units/divisions into one (1) Annual Procurement Plan (APP);
4. Assist in the management and monitoring all phases of the procurement process;
5. Assist in keeping track on the progress of procurement process for efficiency;
6. Assist in the preparation and submission of all procurement accountability reports to relevant government agencies as required;
7. Create and maintain a database of price monitoring list of goods and services regularly procured by the agency and a list of suppliers, contractors and consultants;
8. Monitor compliance with the terms and conditions of the procurement contract;
9. Coordinate with the end users for the acceptance of goods and services;
10. Coordinate with the Finance Sections for the payment of contracts;
11. Initiate review and assessment of performance and recommend sanctions to the head of the procuring entity, through the BAC, against erring suppliers, contractors and consultants, including the forfeiture of performance security and blacklisting;
12. Act as member of BAC Secretariat;
13. Ensure compliance with ISO Standard; and
14. Perform other duties that maybe assigned from time to time.

IV. One (1) Administrative Officer II (Administrative Officer I) - Permanent

Basic Salary: P22, 316.00 / month

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

Duties and Responsibilities

Shall provide secretariat services to the BAC. Specifically, it shall provide administrative support to the BAC;

1. Provide Administrative Support to Bids and Award Committee;
2. Organize and make all necessary arrangements for BAC meetings and conferences;
3. Prepare minutes of meetings and resolutions of the BAC;
4. Take custody of procurement documents and other records;
5. Prepares and manage the sale and distribution of Bidding Documents to interested bidders;
6. Advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards;
7. Assist in managing the procurement processes; and
8. Monitor procurement activities and milestones for proper reporting to relevant government agencies when required; and
9. Act 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, and consulting services, observers, and the general public;
10. Act as member of BAC Secretariat;
11. Ensure compliance with ISO Standard; and
12. Perform other duties that maybe 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: