



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND
DEVELOPMENT



NOTICE OF VACANT POSITION

As of January 13, 2021

Research Information, Communication and Utilization Division

One (1) Information Officer II-Contractual

Basic Salary: Php 38,463.60/ month

Qualification Standard

Education: Bachelor's degree in college

Experience: One (1) year relevant experience

Training: Four (4) hours relevant training

Preferred Qualifications/ Attributes

- At least a Bachelor's Degree in Mass Communication/Development Communication or any related cause;
- Familiar with the latest update on SEO, SEM, email, advertising campaigns and social/media trends;
- Strong Coordination skills and ability to multi-task.

Duties and Responsibilities

1. Conceptualizes, develops and implements, promotional materials for the Philhealth STUDIES Project;
2. Implements work activities in regards with the information, resources development, information services, communication, publication, networking and other relevant activities of the Philhealth STUDIES Project;
3. Assist Philhealth in the conduct and documentation of activities for research dissemination;
4. Perform other duties assigned by the Division Chief of Research Information, Communication and Utilization Division

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 **January 27, 2021.**

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 III

Date Posted: January 13, 2021