



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



NOTICE OF VACANT POSITION

As of September 4, 2020

Research Information Communication Utilization Division

Science Research Specialist I – Outsourced

Basic Salary: Php 26,754.00/ month

Qualification Standard

Education: Bachelor's degree in college

Experience: None required

Training: None required

Preferred Qualifications/ Attributes

- College graduate of BS Information Technology and BS Computer Science
- Computer literate
- Knowledgeable in Programming with PHP/MySQL and Joomla

Duties and Responsibilities

1. Information Systems Development

- Write, update, and maintain computer programs or software packages to handle specific jobs.
- Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic.
- Consult with managerial and technical personnel to clarify program intent, identify problems, and suggest changes.
- Perform systems analysis and programming tasks to maintain and control the use of computer systems software.

2. Information Systems Documentation

- Compile and write documentation (e.g. manuals and how-to's) of programs developed and subsequent revisions, inserting comments in the coded instructions so others can understand the program.
- Submits reports in a timely manner.

3. Information Systems Maintenance and Enhancement

- Define and resolve problems in running computer programs.
- Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced.

- Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.
- Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.

4. Other Duties

- Conduct training, seminars, and workshops for software clients.
- Participate in implementing the PM's and WIs.
- Assist in updating and documenting of PMs and WIs.
- Perform other duties as assigned by the Division Chief

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 September 18, 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: September 4, 2020

