



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND
DEVELOPMENT



NOTICE OF VACANT PLANTILLA POSITION

As of January 13, 2021

Research Information, Communication and Utilization Division

One (1) Science Research Specialist I – Permanent

Basic Salary: P26,754.00 / month

Item No.: PCHRDB-SRAS1-7-1998

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, MS IT/MSCS
- Computer literate;
- Must be a college graduate of MS IT or MSCS.
- Must be proficient in PHP/Mysql/Web Programming
- Innovative, multi-tasker, ethical and has good interpersonal skills;
- Willing to work beyond office hours

Duties and Responsibilities

1. Information System 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.
- Submit reports in timely manner

3. Information System Maintenance and Enhancement

- Define and resolve problems in running computer programs
- Correct errors by making appropriate changes and checking 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 WI's
- Assist in updating and documenting of PM's and WI's
- 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 **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


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

Date Posted: January 13, 2021