



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND  
DEVELOPMENT



## NOTICE OF VACANT PLANTILLA POSITIONS

As of May 11, 2021

### Finance and Administrative Division

#### I. One (1) Administrative Assistant II – Permanent

**Basic Salary:** P18,251.00 / month

**Item No.:** PCHRDB-ADAS2-18-2004

#### **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 Business Management Administration and any related course;
- Computer literate;
- Knowledgeable in Records and Documents Management;
- Innovative, multi-tasker, ethical and has good interpersonal skills;
- Possesses strong coordination skills and ability to multi-task

#### **Duties and Responsibilities**

1. Records incoming and outgoing papers and documents for Accounting, Budget and Cashier.
2. Filing of payrolls and benefits of plantilla personnel
3. Acts as Alternate Liaison for GSIS
4. Performs other duties and functions from time to time by the Head Budget Officer and Chief Administrative Officer of FAD.

## **II. One (1) Administrative Officer V (Supply Officer III)**

**Basic Salary:** P43,681.00 / 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:**

8. Create and maintain a monitoring system of internal control procedures to safeguard the Council assets against theft and pilferage;
9. Regularly review stock inventory re-order point to ensure continuous availability of common use supplies and materials;
10. Conduct periodic physical counts of Office Supplies Inventory and Property, plant and Equipment;
11. 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:**

12. Plans, designs and prepares estimates and specifications for general construction and maintenance works and other related systems and equipment;
13. Inspects building facilities, vehicle, equipment and machineries periodically to determine problems and necessary maintenance;
14. Prepares preventive maintenance schedules for building, vehicle, equipment and machineries;
15. Supervises outsource maintenance contractor's in the installations, renovations, repairs or maintenance of facilities, equipment and machineries (technician, plumbers, carpenter, etc.);
16. Inspects the work of outsource maintenance contractors for adherence to codes, plans and specifications;
17. Provides inputs in coordination with other division in the development of plans, designs and specifications of infrastructure and other related projects (e.g. renovations);
18. Ensures that all works adhere to quality standards and health and safety regulations;
19. Continually improve systems, procedures and processes to ensure more efficient services and operations; and
20. Performs 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 **May 25, 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](http://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:

EDGAR F. ORTIZ, CPA, MPM  
CHIEF ADMINISTRATIVE OFFICER  
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](mailto:pchrd.hrrecruitment@gmail.com)**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**

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

**Date Posted: May 11, 2021**