



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND  
DEVELOPMENT



## NOTICE OF VACANT POSITION

As of May 19, 2021

### Research Information Communication and Utilization Division

#### I. One (1) Project Technical Assistant IV-Outsourced

**Basic Salary: Php 28,276.00/ month**

**Qualification Standard**

**Education:** Bachelors degree relevant to job

**Experience:** None required

**Training:** None required

#### **Preferred Qualifications/ Attributes**

- At least a Bachelor's Degree in Creative Multimedia/Information Technology/Library and Information Sciences or equivalent;
- At least a year of working experience in the related field;
- Knowledgeable in using book scanner;
- Knowledgeable in Adobe Photoshop, Illustrator/Premiere
- Can work under pressure and in minimal supervision;
- High degree of independent/judgement;
- Strong coordination skills and ability to multi-task

#### **Duties and Responsibilities**

1. Supports the Information Products and Unit of the Council;
2. Develops plans and activities for the digitization of PCHRD Library materials;
3. Manages the digitization of PCHRD library materials;
4. Facilitates the ease of access and ensure long-term preservation of materials.
5. Performs other duties and functions assigned from time to time.

#### II. One (1) Project Technical Assistant IV-Outsourced

**Basic Salary: Php 28,276.00/ month**

**Qualification Standard**

**Education:** Bachelors degree relevant to job

**Experience:** None required

**Training:** None required

### **Preferred Qualifications/ Attributes**

- At least a Bachelor's Degree in Marketing/Arts/Design Creative Multimedia/Mass Communication/Development Communication or equivalent;
- At least a year of working experience in the related field;
- Knowledgeable in Adobe Photoshop, Illustrator/Premiere/After Effects/ CAD, 3D Graphic Design, Zoom
- Can work under pressure and in minimal supervision;
- High degree of independent/judgement;
- Strong coordination skills and ability to multi-task

### **Duties and Responsibilities**

1. Supports the Communication Unit of the Council;
2. Assists in the video recording of the Executive Director and other DOST official's presentations, speeches, messages and the likes;
3. Assists in the development of publication materials;
4. Assists in the implementation of promotional strategies, marketing communications, and public relation activities;
5. Incorporate and ensures brand consistency of the Council;
6. Performs other duties and functions assigned from time to time

### **III. Two (2) Project Technical Assistant VI-Outsourced**

**Basic Salary: Php 33,575.00 / month**

#### **Qualification Standard**

**Education:** Bachelors degree relevant to job

**Experience:** One (1) year required

**Training:** Four (4) hours training required

### **Preferred Qualifications/ Attributes**

- At least a Bachelor's Degree in Mass Communication/Development Communication or equivalent;
- Strong interest in health science;
- At least a year of working experience in the related field;
- Familiar with the latest updates on SEO, SEM, email, advertising campaigns, and social media trends;
- Knowledgeable in Adobe Photoshop, Illustrator/Premiere/After Effects/ CAD, 3D Graphic Design;
- Can work under pressure with minimal supervision;
- High degree of independent judgment
- Strong coordination skills and ability to multi-task

### **Duties and Responsibilities**

1. Supports the Communication Unit of the Council;
2. Prepare and implement a communication plan of assigned research projects/programs;
3. Produce articles for publication in print and online;
4. Write speeches and presentations for PCHRD Executive Director and/or DOST Officials;

5. Write and proofread content, press release and other types of content as needed;
6. Assists in the implementation of promotional strategies, marketing communications and public relation activities;
7. Performs other duties and functions assigned from time to time

#### **IV. One (1) Project Technical Assistant VI-Outsourced**

**Basic Salary: Php 33,575.00 / month**

##### **Qualification Standard**

**Education:** Bachelor's degree relevant to job

**Experience:** One (1) year required

**Training:** Four (4) hours training required

##### **Preferred Qualifications/ Attributes**

- Graduate of Bachelor's Degree or any health-related courses;
- Strong interest in health science;
- At least a year of working experience in the related field;
- At least one year training in Project Management;
- Can work under pressure with minimal supervision;
- High degree of independent judgment
- Strong coordination skills and ability to multi-task

##### **Duties and Responsibilities**

1. Monitor and evaluate implementation of RICUD-handles projects;
2. Provide technical, administrative and secretariat support to BEHT and DRR-CCA program activities or projects;
3. Facilitate/Assist in the conduct of capacity building on Health Research in Disaster

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 **June 2, 2021**

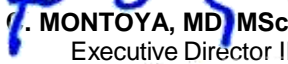
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Accomplished Work Experience Sheet;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy 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  
Finance and Administrative Division  
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**

  
**JAIME C. MONTOYA, MD, MSc, Ph.D, CESO II**  
Executive Director III

**Date Posted: May 19, 2021**