



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



NOTICE OF VACANT POSITIONS

As of October 15, 2021

Finance and Administrative Division

I. Chief Administrative Officer – Permanent

Plantilla Item No.: PCHRDB-CADOF-3-2004

Basic Salary: P 86,742.00 / month

Qualification Standard

Education: Master's Degree / Certificate of Leadership and Management from CSC

Experience: 4 years of supervisory and management experience

Training: 40 hours of supervisory /management L&D intervention

Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualifications/ Attributes

- Master's Degree relevant to the field / position
- Strong attention to detail
- Familiarity with financial management principles
- Excellent problem-solving abilities
- General knowledge of all relevant sections (HR, accounting, budget, procurement, etc.)
- Strong understanding of formal labor and contract laws
- Excellent leadership and communication skills

Duties and Responsibilities

1. Directs and supervises the activities of the Finance and Administrative Division which includes Personnel, Budget, Accounting, Cash, Property, Records and General Services;
2. Gives technical advice to management on administrative and financial matters;
3. Assists the Executive Director on the formulation and implementation of administrative policies;
4. Assumes responsibility for the discipline and efficiency of the support staff;
5. Attends to external functions related to finance and administrative matters;
6. Undertakes staff development programs of the Council;
7. Approves and signs disbursements within approved ceilings, requisition of supplies and equipment, purchase orders and other matters which are financial in character;



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8. Supports the Executive Director/ or representative during technical budget hearing conducted in the office of the DBM and before committees of the Congress;
9. ISO Process Owner;
 - Quality Management System (QMS) Co-Chairperson
10. Performs other duties and functions assigned from time to time by the Executive Director.

II. Administrative Officer V (Human Resource Management Officer III) - Permanent

Plantilla Item No.: PCHRDB-ADOF5-6-2004

Basic Salary: P43,681.00 / month

Qualification Standard

Education: Bachelor's degree relevant to the job

Experience: 2 years relevant experience involving management and supervision

Training: 8 hours of training in management and supervision

Eligibility: Career Service (Professional) Second Level Eligibility

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Psychology, Human Resources, Business Administration, or related field
- Knowledge in HRIS or HR system and databases
- Knowledgeable in all facets of HR functions including but not limited to: End to End Recruitment and Selection Process, Learning and Development, Performance Management; Rewards and Recognition, Compensation and Benefits and Employee Relations
- Proven working experience as HR Manager or other HR Executive
- Analytically driven and oriented
- Ability to strategize along with leadership skills and coaching abilities
- Has background in the implementation of PRIME HR
- In-depth knowledge of labor law and HR best practices
- Excellent communication skills



Duties and Responsibilities

1. Advises the Chief of Division in the execution of duties that may require in connection with examination, investigation, promotion, development, formulation and execution of policies, regulations and orders in all areas of personnel management;
2. Supervise and reviews the following:
 - 2.1 Preparation, recording, filling and updating of:
 - a. Appointment, Contract of Service and job order of employees;
 - b. Manpower report and 201 files of individual personnel;
 - c. Service record, qualification index of all employees; and
 - d. Certification/authorization as per request of the employee.
 - 2.2 Submitted letter of application and supporting documents of all applicants.
 - 2.3 Criteria on screening of applicants for administrative or any vacant positions.
 - 2.4 Pre-employment requirements of newly hired employees.
 - 2.5 Accuracy and completeness of data entered in all forms and supporting documents submitted by employees.
 - 2.6 Submitted Performance Evaluation report of employees for promotion and incentive purposes.
3. Supervise the preparation, receipt and processing of:
 - 3.1 Payroll every pay period;
 - 3.2 Computation of salary of contractual employees.
 - 3.3 Summary report of absences and tardiness every pay period.
 - 3.4 Computation of longevity pay (every five (5) years).
 - 3.5 Application for vacation, sick, maternity leave, paternity leave, terminal leave privileges, leave credits, monetization of leave credits and updating of leave cards.
 - 3.6 Reproduction of required forms.
4. Assists in behalf of the Chief of Division to have a comprehensive and balance personnel programs to raise the level of efficiency, effectiveness and morale of the personnel;
5. Keeps the Chief of Division informed on the activities and development in all areas of personnel management which tend to effect effectivity and implementation;
6. Assists the appointing authority in selecting, evaluation and placement of applicants;
7. Develops staff training programs;
8. Keeps and maintains personnel records (201 files) of employees, active and inactive communications of HRM Section by establishing a reliable and updated personnel management system;
9. Assists in the implementation of an effective compensation and benefit programs that are prescribed by laws, ordinances and issuances of concerned government agencies;
10. Drafts and prepares memorandum, endorsements, letters, special orders and other communications for signature of the Chief of Division;
11. Provides technical assistance and advice on the enforcement of Civil Service Rules and Regulations on contract, leaves, benefits, etc;
12. ISO Process Owner of the following processes:
 - A. HRM
 1. Recruitment, Selection, Placement and Promotion of Personnel
 2. Staff Development
13. Performs other duties and functions assigned from time to time by the Chief Administrative Officer of Finance and Administrative Division and the Executive Director.



III. Administrative Assistant II – Permanent

Plantilla Item No.: PCHRDB-ADAS2-17-2004

Basic Salary: P18,251.00 / month

Qualification Standard

Education: Completion of two (2) years in college

Experience: One (1) year of relevant experience (work experience in any HR facets i.e. recruitment, selection and placement, learning and development, among others)

Training: Four (4) hours of relevant training (any HR-related training programs)

Eligibility: Career Service (Sub-professional) First Level Eligibility

Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in Psychology, Human Resources, Business Administration, or related field
- Knowledge in HRIS or HR system and databases
- Knowledgeable in all facets of HR functions including but not limited to: End to End Recruitment and Selection Process, Learning and Development, Performance Management; Rewards and Recognition, Compensation and Benefits and Employee Relations
- Proven working experience as HR Officer
- With background in the implementation of PRIME HR
- Has knowledge of labor law and HR best practices

Duties and Responsibilities

1. Prepares payrolls of plantilla and contractual employees every pay period;
2. Prepares the computation of the first salary of contractual employees and voucher for last salary;
3. Receives, records and process all the incoming and outgoing general communications, memoranda, reports and other documents related to HRM Section;
4. Monitors and verifies Daily Time Record (DTR) and official attendance before pay period;
5. Prepares report of absences and tardiness every pay period;
6. Prepares and updates regularly the file on service records, educational qualifications, eligibility, performance evaluation of employees; and communications/ memoranda and 201 files;
7. Updates and prepares manpower and status report of regular employees (warm bodies) and contractual/job order employees;
8. Assists the HRMO in preparing competency, staff training programs, related personnel management & ISO FAD documentation; and



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9. Performs other duties assigned from time to time by the Administrative Officer V (HRMO) and the Chief Administrative Officer of FAD.

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. DOST-PCHRD complies with the Equal Employment Opportunity Policy (EEOP) and that No person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person.

Attach the following documents to the application letter and send to the address below not later than **October 29, 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 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:

MS. JESSAMYN M. BUCLATIN

ACCOUNTANT III

OIC - Human Resource Management Section

Philippine Council for Health Research and Development -DOST

Saliksik Building, General Santos Avenue, Bicutan, Taguig City

pchrd.hrrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director III