



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND  
DEVELOPMENT



## NOTICE OF VACANT POSITION

As of April 26, 2021

### Research and Development Management Division

#### One (1) Science Research Specialist I-Contractual

**Basic Salary:** Php 32,104.80/ month

#### Qualification Standard

**Education:** Bachelor's degree in college

**Experience:** None required

**Training:** None required

#### Preferred Qualifications/ Attributes

- Graduate of Materials Science, Biochemistry, Biomedical Engineering, Physical/ Occupational Therapy or any related course;
- Has training/background in Project Management;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethic and positive attitude;
- Must be coachable, a team-player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office and GSuite platforms)

#### Duties and Responsibilities

1. Evaluate project proposals and monitor on-going projects in accordance with the Council's established procedures under its Quality Management System;
2. Process project proposals submitted/referred to PCHRD following established procedures;
3. Process proposals approved for financial assistance.
4. Prepare technical reports on R and D projects and other health related concerns/issues required by DBM, Congress and external funding agencies.
5. Coordinate with project proponents/researchers regarding concerns on proposed/on-going projects.
6. Respond to inquiries by individuals and or project proponents/researchers regarding R and D projects.
7. Provide inputs/updates in the Project Management System (PMS).
8. Provide Assistance and or participate in activities organized by PCHRD.
9. Perform other duties and functions assigned by the Division Chief/Senior staff.

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 10, 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:

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](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: April 26, 2021**

