



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



## NOTICE OF VACANT POSITION As of November 12, 2021

### Research Information, Communication, and Utilization Division

One (1) Project Technical Assistant IV (Outsource) – IPTM

Basic Salary: P28,276/ month

#### Qualification Standard

**Education:** Bachelor's Degree relevant to the job  
**Experience:** None required  
**Training:** None required  
**Eligibility:** None required

#### Preferred Qualifications/ Attributes

- Bachelor's Degree preferably in any health-related courses
- Preferably with experience in Project Management
- Has exceptional communication, interpersonal, and decision-making skills
- Knowledgeable in health information systems and databases

#### Duties and Responsibilities

1. Monitor and evaluate implementation of RICUD-handled projects;
2. Provide technical, administrative, and secretariat support to eHealth and DRR-CCA program activities or projects;
3. Facilitate following up of technical and financial requirements of RICUD completed and ongoing projects

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 November 22, 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;

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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 BUCLATIN**  
ACCOUNTANT III

OIC - 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**

<sup>9-11</sup>  
JAIME C. MONTOYA, MD, MSc, Ph.D, CESO II  
Executive Director

Date Posted: \_\_\_\_\_





## NOTICE OF VACANT PLANTILLA POSITION As of November 12, 2021

### Research Information Communication and Utilization Division

#### One (1) Supervising Science Research Specialist (Permanent) Position

Basic Salary / SG 22: P68,415/ month  
Plantilla Item Number: PCHRDB-SVSRS-3-1998

#### Qualification Standard

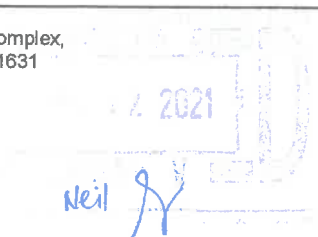
**Education:** Bachelor's Degree relevant to the job  
**Experience:** 3 year of supervisory / management experience  
**Training:** 16 hours of supervisory / management learning and development intervention related to the required competencies undertaken within the last 5 years  
**Eligibility:** Career Service (Professional) Second Level Eligibility

#### Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Social Science / Health related courses
- Preferably with at least 5 years experience leading and managing a team
- Strong analytical and critical thinking skills
- Strong planning and organizing skills
- Must have a working knowledge of MS Office Applications (Word, Excel, and PowerPoint)
- Proficient both in oral and written communication
- Strong interpersonal skills

#### Duties and Responsibilities

1. Assists the Division Chief in the implementation of programs and activities of the Division
2. Serves as Division Planning Focal Person
3. Prepares, implements, and coordinates programs and projects within the scope of the Division's responsibilities
4. Coordinate and lends expertise to other units of the agency on matters pertaining to his/her area of specialization
5. Supervises specific programs/activities of the Division
6. Establishes and strengthens partnerships with information providers and procedures as well as funding institutions
7. Participates in and/or manages PCHRDB/RICUD activities e.g., forum/symposium, meetings, trainings, survey, assessment, and seminars
8. Performs other functions assigned by the Division Chief for time to time





### One (1) Science Research Specialist I (Permanent) Position

**Basic Salary / SG 13:** P28,276.00 / month

**Plantilla Item Number:** PCHRDB-SRAS1-9-1998

#### Qualification Standard

<b>Education:</b>	Bachelor's Degree relevant to the job
<b>Experience:</b>	None required
<b>Training:</b>	None required
<b>Eligibility:</b>	Career Service (Professional) Second Level Eligibility

#### Preferred Qualifications/ Attributes

- Bachelor's degree relevant to the job
- At least a year of working experience related to the job
- Can work independently and under minimal supervision
- Strong team player
- Strong coordination skills and ability to multi-task
- Good verbal and written communication skills

#### Duties and Responsibilities

1. Supports the Information Products and Unit;
2. Develops plans and activities for the information servicing;
3. Participates and contributes in the development and implementation of HERDIN Plus activities
4. Assists the section and division in its networking and linkages activity
5. Performs other duties and functions assigned from time to time

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Attach the following documents to the application letter and send to the address below not later than **November 26, 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);
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*J-C*  
JAIME C. MONTOYA, MD, MSc, Ph.D, CESO II  
Executive Director *me*

Date Posted: \_\_\_\_\_

