



NOTICE OF VACANT PLANTILLA POSITIONS

As of July 4, 2024

Research Information Communication and Utilization Division

I. One (1) Science Research Specialist II

Basic Salary: 39,672.00/ month (SG 16)
Plantilla Item No.: PCHRDB-SRAS2-3-1998

Qualification Standard

Education: Bachelor’s degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)/ Second Level Eligibility
Place of Assignment Research Information Communication and Utilization Division, PCHR Office

Preferred Qualifications/ Attributes

- A graduate of university degree in Health Policy, Science Communication, Development Communication or other related courses;
- With at least two (2) years experience in conceptualizing and implementing Research to Policy Translation programs and activities;
- With good decision-making and analytical thinking skills;
- Has strong planning and organizing skills;
- Proficient both in oral and written communication;
- With strong work ethics and positive attitude; and
- Pro-active, a team player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office, GSuite, and other office platforms)

Duties and Responsibilities

1. Prepares, implements and coordinates programs and projects within the scope of the Research to Policy Translation Unit’s responsibilities;
2. Evaluates project proposals, facilitates approval and monitors approved projects;
3. Serves as Council’s legislative liaison;
4. Consolidates and provides inputs and recommendations on health and health-related legislations;





5. Participates in and/or manages PCHRD/RICUD activities e.g. forum/symposium, meetings, trainings, survey, assessment and seminars;
6. Performs other functions assigned by the Division Chief and/or Immediate Supervisor from time to time.

II. One (1) Science Research Specialist I

Basic Salary: 31,320.00/ month (SG 13)
Plantilla Item No.: PCHRDB-SRAS1-3-2023

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional)/ Second Level Eligibility
Place of Assignment Research Information Communication and Utilization Division, PCHRD Office

Preferred Qualifications/ Attributes

- A graduate of university degree in Health Sciences or other related courses;
- With experience in conceptualizing and implementing Intellectual Property and Technology Management programs and activities;
- Has strong planning and organizing skills;
- Proficient both in oral and written communication;
- With strong work ethics and positive attitude; and
- Pro-active, a team player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office, GSuite, and other office platforms)

Duties and Responsibilities

1. Serves as a member of the Intellectual Property and Technology Management (IPTM) Unit of the Division;
2. Prepares, implements and coordinates programs and projects within the scope of the IPTM Unit's responsibilities;
3. Evaluates project proposals, facilitates approval, and monitors approved projects;
4. Participates in and/or manages PCHRD/RICUD activities e.g. forum/symposium, meetings, trainings, survey, assessment and seminars;
5. Performs other functions assigned by the Division Chief and immediate Supervisor 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. 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 **July 18, 2024**.

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;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of certificates of training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience/Certificate of Employment; and
8. Application Letter addressed to :
DR. JAIME C. MONTOYA
Executive Director III

QUALIFIED APPLICANTS are advised to send through email their application requirements addressed to:

EARVIN JAMES P. MILANTE
Administrative Officer V
Human Resource Management Section
Philippine Council for Health Research and Development -DOST
Saliksik Building, General Santos Avenue, Bicutan, Taguig City
recruitment@pchrd.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


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

Date Posted: July 4, 2024