



NOTICE OF VACANT PLANTILLA POSITIONS As of July 19, 2024

Finance and Administrative Division

I. One (1) Administrative Assistant II (Human Resource Management Assistant)

Basic Salary: 19,744.00/ month (SG 8)
Plantilla Item No.: PCHRDB-ADAS2-17-2004

Qualification Standard

Education: Completion of two years studies in college
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Subprofessional)/ First Level Eligibility
Place of Assignment Finance and Administrative Division, PCHR Office

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Science/Arts in Psychology; Human Resource Management, or any related course;
- With basic knowledge in Recruitment process, Performance Management, Rewards & Recognition, Learning & Development and Employee Relations;
- Has relevant basic training on 4 HR systems (Recruitment, Selection & Placement, Rewards & Recognition; Performance Management; and Learning & Development);
- Has good oral and written communication skills;
- With positive interpersonal skills and positive work attitude;
- Coachable, a team player, and can work under pressure with minimum supervision, innovative and multi-tasker;
- Computer literate and can create databases for HR files

Duties and Responsibilities

I. Recruitment, Selection and Placement

1. Assists the Head Human Resource Management Officer (HRMO) in the formulation of the Staffing Plan through forecasting and coordination with Top Management on the staffing needs of the Council to guide the Council in searching, attracting, and hiring the right talent for the right job at the right time;
2. Assists in devising the recruitment plan based on the medium-term needs of the Council to identify various talent sources and candidates, who can help achieve the Division and Council's goals and objectives;

3. Assist the HRMO in the evaluation of candidates' profiles to determine the right fit for the job by developing or adopting and administering appropriate examinations and simulations according to the position being for by the candidates
4. Sends feedback to applicants by coordinating with other divisions on their feedback or evaluation, so that the candidates will be adequately informed about the status of their application
5. Updates the Actual Duties and Responsibilities of Plantilla, Non-Plantilla and Outsourced Personnel as needed;
6. Assists in handling applicants tracking database;
7. Assists / Facilitates the preparation /validation of Monthly CSC and Recruitment- Related Reports according to their deadline as follows:
 - a. (CSC Reports - every 5th day of the month)
 - i. Appointment Transmittal and Action Form (ATAF)
 - ii. Monthly Report on Separation
 - iii. Monthly Report on Accession
 - b. Status of Quality Objectives - every first week of the - Recruitment Selection and Placement

II. Benefits, Compensation, and Welfare Administration

1. Assist in receiving, recording, and processing all the incoming and outgoing general communications, memoranda, reports, and other documents related to the HRM Section;
2. Assist in monitoring and verifying Daily Time Records (DTR) and official attendance before the pay period;
3. Assist in preparation of report of absences and tardiness every pay period;
4. Assist in preparation and updating regularly the file on educational qualifications, eligibility, and performance evaluation of employees; and communications/memoranda and 201 files;
5. Assist in updating and preparation of manpower and status reports of regular employees (warm bodies) and contractual/job order employees;

III. Other HR Related tasks

1. Assists in the preparation of Special Order (SO) for Officer-in-Charge, Special Disbursing Officer, and other related SO of the agency;
2. Prepares and updates regularly the 201 file, service records, educational qualifications, eligibility, performance evaluation of employees, communications/memoranda, and other HR-related documents of Plantilla, Non-Plantilla, and Outsourced personnel;
3. Assists in ISO documentation;
4. Assists in facilitating DOST-PCHRD and DOST-Wide activities;
5. Performs other related duties assigned from time to time by the Administrative Officer V (HRMO)



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 **August 2, 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 19, 2024

