



## **NOTICE OF VACANT POSITION** **As of September 24, 2024**

### **Research Information Communication and Utilization Division**

#### **I. One (1) Project Technical Specialist I – PhilHealth-deployed (Contract of Service)**

**Basic Salary** : Php 49,939 / month (SG 16)  
**Plantilla Item No.** : N/A

#### **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  
(Preferably but not required)

#### **Preferred Qualifications/ Attributes**

- Bachelor's Degree in Allied Health Courses;
- Knowledge in health financing and health economics;
- Knowledge and experience in conducting small scale research project.

#### **Duties and Responsibilities**

1. Provide technical assistance in priority policies of PhilHealth such as but not limited to: membership, benefits development/complementation, provider payment, contracting, standards and monitoring;
2. Assist in the monitoring of policy timeline and deliverables and proactively communicates progress and potential challenges to the Senior Manager of the Corporate Planning Department;
3. Assist PhilHealth in executing and documenting activities geared towards the implementation of Universal Health Care;
4. Assist in coordinating and analyzing necessary data to facilitate evidence-based policy development;
5. Provide technical support in the research and policy functions of the Corporate Planning Department and other PhilHealth office Sector/Group;
6. Participate in technical engagements with external partners that provide support in research and policy development of the Corporation;
7. Provide necessary assistance to the project components of PhilHealth STUDIES;
8. Attend to the other policy and research tasks assigned by Senior Manager - Corporate Planning Department;
9. Attend regular meetings in their area of assignment.



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 8, 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](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 (if applicable);
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:

**MR. 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](mailto: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: September 24, 2024**