



## **NOTICE OF VACANT POSITION** **As of October 30, 2024**

### **Research and Development Management Division**

#### **I. Two (2) Project Administrative Assistant II (Contract of Service)**

**Basic Salary** : Php 34,214 / month (SG 11)  
**Plantilla Item No.** : N/A

#### **Qualification Standard**

**Education:** Bachelor's degree relevant to the job  
**Experience:** None required  
**Training:** None required  
**Eligibility:** Career Service (Professional) / Second Level Eligibility  
(Preferably but not required)

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

1. Graduate of Bachelor's Degree preferably in BS Accountancy, Business Administration, Financial Management, Office Administration, and other related courses;
2. Knowledgeable in SAP, eNGAS or any related accounting system, or in databasing;
3. With experience in roles related to providing admin or financial support to project/project team is an advantage;
4. Knowledgeable in computer office applications (MS Office and Gsuite).

#### **Duties and Responsibilities**

1. Screen and conduct initial check of the supporting documents of the financial transactions incurred and submitted by private implementing agencies of PCHRD-RDMD monitored programs/projects for their completeness in compliance with the DOST GIA Guidelines liquidation requirements and other relevant government rules and regulations;
2. Assist in the initial review and verification of the completeness and correctness of information reflected in the financial reports submitted by government and private implementing agencies of PCHRD-RDMD monitored programs/projects in coordination with the assigned RDMD Project Manager and PCHRD-FAD or DOST-SPD/Accounting Office;
3. Assists RDMD Project Managers in accomplishing the checklist of documentary requirements for projects reviewed for completeness of liquidation documents;
4. Assist the RDMD Planning and Administration Team in monitoring and updating the liquidation status of RDMD-monitored projects in the Division's and FAD databases and in ensuring correctness of project details versus approved project documents;
5. Assist in the issuance of demand letters and its monitoring, especially for overdue completed projects;
6. Assist in tracking and monitoring the fund release and utilization of RDMD projects indirect cost in coordination with RDMD Cluster/Program Heads and FAD and in ensuring correctness of project details and expenses versus approved project documents;





7. Assist in the piloting of a database/spreadsheet to monitor the equipment funded through PCHRD funded and monitored projects and the updating of these thereafter in coordination with FAD; and
8. Performs other duties and functions from time to time by the RDMD Division Chief and/or immediate supervisor.

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 13, 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.**

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

**Date Posted: October 30, 2024**

