



NOTICE OF VACANT POSITION **As of November 18, 2024**

Finance and Administrative Division

I. One (1) Project Utility Aide II – Property and Supply (Outsourced)

Basic Salary : Php 17,246/month (SG 2)
Plantilla Item No. : N/A

Qualification Standard

Education: None required
Experience: At least six (6) months
Training: None required
Eligibility: None required

Preferred Qualifications/ Attributes

- Able to read and write;
- Preferably with knowledge and experience in housekeeping services and building maintenance;
- With good interpersonal skills.

Duties and Responsibilities

1. Performs housekeeping tasks and responsibilities;
2. Maintain the cleanliness of PCHRD Grounds and Area of Responsibility;
3. *Maintain cleanliness of PCHRD Office and Building Facilities;*
4. Perform frequent disinfection of critical surfaces as part of mitigation of spread of bacteria and viruses;
5. Perform general cleaning of the building facilities at least once a week;
6. Assists in the inspection of building facilities and surrounding areas in relation to maintenance, sanitation and cleanliness;
7. Performs building facility maintenance works, basic repair of office furniture and utility fixtures;
8. Monitor and ensure the proper segregation and disposal solid of waste;
9. Assist in the requisition of supplies, materials and equipment needed for housekeeping and maintenance; and
10. Perform other related duties as may be assigned by the 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 **December 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 (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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Jan C. M.
JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director III *mji*

Date Posted: November 18, 2024

