



NOTICE OF VACANT POSITION **As of December 20, 2024**

Research Information Communication and Utilization Division

I. One (1) Project Administrative Assistant I (Contract of Service)

Basic Salary : Php 29,257 / month (SG 10)
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

- Graduate of Bachelor's Degree preferably in Accounting, Office Administration or other related courses;
- With at least two (2) years of experience related to the job; and
- Knowledgeable in COA policies is an advantage.

Duties and Responsibilities

1. Ensure that all documents submitted by the projects' implementing agencies are complete and meet the required standards and regulations for liquidation according to the COA policies and DOST GIA Guidelines;
2. Cross-check all required attachment such as receipts, purchase request versus implementing agencies' financial reports to confirm accuracy and completeness of liquidation documents before submission to Accounting Section;
3. Assist the Project Team in monitoring and ensuring that all documents are submitted on time by the project's implementing agencies according to the project workplan or Memorandum Agreement;
4. Work closely with the Project Managers and Accounting Section to ensure that liquidation documents are properly processed and received;
5. Assist in preparing reports on the status of liquidation documents, flagging incomplete or delayed submissions;
6. Maintain records and tracking of all submitted liquidation documents, and other records of the PhilHealth STUDIES program;
7. Organize and file documents of the PhilHealth STUDIES program in both physical and electronic formats, ensuring easy retrieval and accessibility when needed;
8. Provide support in organizing office supplies and equipment, ensuring that the administrative environment remains efficient;
9. Provide support to Project Team by sharing best practices for managing documentation and improving the liquidation process; and
10. Perform tasks that may be assigned by immediate supervisor and RICUD Division Chief.



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 **January 3, 2025**.

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.


JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director III
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Date Posted: **December 20, 2024**