



NOTICE OF VACANT POSITIONS **As of January 10, 2025**

Finance and Administrative Division

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

Basic Salary : Php 36,029/ 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

- Bachelor's Degree preferably in Accountancy or other related courses;
- At least 1 year or more experience in accounting processes especially in disbursements and liquidations;
- Proficient in any accounting systems;
- With good interpersonal skills, work attitude, and moral character;
- Coachable, a team player, can work under pressure with minimum supervision; and
- Knowledgeable in Computer Office Applications (MS Office, Google Suite, and other Office/Google Suite Platforms).

Duties and Responsibilities

1. Examine and analyze the supporting documents of the financial transactions incurred and submitted by private implementing agencies of PCHRD and trust funded programs/projects (funded by PhilHealth) for their completeness, veracity and compliance to relevant government rules and regulations;
2. Review and validate the completeness and correctness of information reflected in the financial/liquidation report submitted by private implementing agencies (HEIs, foundations and other private institutions) of PCHRD and trust funded programs/projects;
3. Record the liquidation of implementing agencies based on their submitted financial reports and corresponding supporting documents in the e-NGAS software;
4. Monitor and reconcile monthly Trust Fund Subsidiary and General Ledgers for the following accounts:
 - a) Due to GOCCs (PhilHealth-funded projects)
5. Prepare monthly, quarterly and annual reports of Trust Fund Balances for submission to COA;
6. Assist in the physical inventory/tagging of property, plant and equipment (PPE);
7. Prepare monthly, quarterly and annual schedules/reports of PPE Balances for submission to COA;
8. Assist in the following tasks in case of absence of the assigned accounting personnel:
 - a) Receive disbursement voucher (DV) of personnel services, maintenance and other operating (MOOE) expenses and capital outlay from budget section and assign DV number generated from ERP;





- b) Review DV for completeness and correctness by vouching the propriety of supporting documents, validity of claims and mathematical computations of footings and cross footings;
 - c) Record the disbursements in e-NGAS software for Journal Entry Voucher (JEV) preparation;
 - d) Receive the monthly Report of Collections and Deposits and input data in e-NGAS software for JEV preparation;
 - e) Prepare JEV for liquidation of cash advances submitted by employees and scholars;
 - f) Prepare monthly, quarterly, annual and terminal financial reports for liquidation of grants received by PCHRD from various funding agencies;
 - g) Generate and reconcile monthly Accounts Receivable Subsidiary Balances as follows:
 - i. Due from National Government Agencies (NGAs)
 - ii. Due from Non-Government Organizations and Peoples Organization (NGOs/POs)/Civil Organizations
 - iii. Advances to Officers and Employees
 - iv. Other Receivables
 - h) Prepare monthly bank reconciliation;
 - i) Prepare monthly, quarterly and annual reports/remittance to Bureau of Internal Revenue;
 - j) Prepare annual confirmation letter of balances of receivables and payables;
 - k) Draft correspondence for various communications received by the Accounting Section for review of Chief Accountant; and
 - l) Assist in gathering documents of COA suspended transactions.
9. Acts on behalf of Chief Accountant on his/her absence; and
10. Performs other duties and functions from time to time by the Accountant and Chief Administrative Officer of FAD.

Institution Development Division

II. One (1) Project Technical Assistant IV – Network Institution Development Section (Contract of Service)

Basic Salary : Php 41,305/ month (SG 13)
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

- Bachelor's Degree preferably in Public Health, Life/Health Sciences, Global Health, International Relations, or development courses and related fields;
- With experience in project management and networking;
- Possesses good writing skills such as the capability to write reports and correspondences;





- With excellent communication, coordination, negotiation, and interpersonal skills;
- Proficiency in project management tools and software including MS Office Suite;
- Familiarity in videoconferencing tools (Zoom);
- Excellent command of written and spoken English is desirable for engaging with international partners;
- Ability to work effectively in multicultural environments and with diverse stakeholders;
- Strong organizational and time management skills, adaptable and flexible in fast-paced environment;
- With initiative and creativity to effectively accomplish tasks requiring a high degree of accuracy and attention to detail;
- Ability to exercise judgment on matters of confidentiality and those requiring urgent attention especially in the supervisor's absence;
- Ability to work both collaboratively with team as a constructive team member, and independently with minimal supervision; and
- Knowledgeable in Computer Office Applications (MS Office, Google Suite, and other Office/Google Suite Platforms).

Duties and Responsibilities

1. Performs secretariat functions, but not limited to the following:
 - a) Facilitates communication within the Council by drafting memos and maintaining communication channels; ensuring all correspondence and documents are correctly addressed or forwarded in a timely manner; documents for signature are correctly prepared and processed in compliance with DOST protocols and standards; outgoing communication is delivered on time; the flow of documents is checked and monitored; and relevant documents are promptly uploaded in the shared working space;
 - b) Provides administrative support and coordinates high-level meetings, including preparing agenda, circulating meeting materials, taking minutes, and following up on action items;
 - c) Assists in organizing and managing events such as conferences, workshops, training sessions, and other engagement activities with international partners/stakeholders;
 - d) Maintains accurate records and documentation related to meetings, decisions, policies, and other important organizational matters;
 - e) Consolidates relevant information and data related to international collaborations to produce reports and presentations, as may be required by DOST/other coordinating agencies;
 - f) Addresses inquiries and concerns from local and international partners in a timely and professional manner;
 - g) Assists in the conduct of promotional and other related activities, as needed;
 - h) Supports positive relationships by responding promptly and professionally to requests for information and addresses the needs and interests of network institutions; and
 - i) Performs other specific tasks as assigned by IDD Chief, Supervising SRS, SRSD and other IDD staff.
2. Act as Project Officer under the RRF Program:
 - a) Screens and evaluates proposals requesting for financial support submitted by RHRDCs;
 - b) Assists in the processing of MOA, and fund releases;





- c) Provides technical and administrative support for the effective implementation of the projects;
- d) Conducts monitoring and evaluation of the project, as indicated in the approved MOA; and
- e) Oversees/facilitates completion and submission of final and technical reports.

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

Basic Salary : Php 30,703/ 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

- Bachelor's Degree preferably in Accountancy or any related course;
- Must be well-versed in government accounting, budgeting and auditing rules and regulations;
- With good interpersonal skill, work attitude, and moral character;
- Must be coachable, a team player, and can work under pressure with minimum supervision; and
- Knowledgeable in Computer Office Applications (MS Office, Google Suite, and other Office/Google Suite Platforms).

Duties and Responsibilities

1. Prepares monitoring sheet of IDD related Project's Liquidation status;
2. Prepares demand letters for unliquidated IDD projects;
3. Receives and reviews financial reports and their supporting documents of grants-in aid submitted by project leaders/proponents and scholars;
4. Follow-up project leaders and implementing institutions on liquidation requirements;
5. Identifies risk factors related to situation/activity that has impact in his/her area of responsibility and acts accordingly based on Council's policies and procedures; and
6. Performs other duties and functions from time to time assigned by the Supervising SRS and Chief of IDD.

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 24, 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.

JCM

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

Date Posted: **January 10, 2025**

