



NOTICE OF VACANT PLANTILLA POSITIONS **As of January 20, 2025**

Finance and Administrative Division

I. One (1) Administrative Assistant II (Human Resource Management Assistant)

Basic Salary: 20,534.00/ month (SG 8)
Plantilla Item No.: PCHRDB-ADAS2-17-2004

Qualification Standard

Education: Completion of two years studies in college
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Subprofessional) / First Level Eligibility
Place of Assignment: Finance and Administrative Division, PCHR Office

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Science/Arts in Psychology, Human Resource Management or any related course;
- With relevant basic knowledge in Recruitment process, Performance Management, Rewards & Recognition, Learning & Development and Employee Relations;
- Has relevant basic training on 4 HR Systems (Recruitment, Selection & Placement, Rewards & Recognition, Performance Management, and Learning & Development);
- Has good oral and written communication skills;
- With positive interpersonal skills and positive work attitude;
- Coachable, a team player, and can work under pressure with minimum supervision, innovative and multi-tasker; and
- Computer literate and can create databases for HR files.

Duties and Responsibilities

I. Recruitment, Selection and Placement

1. Assists the Head Human Resource Management Officer (HRMO) in the formulation of the staffing and succession plan through forecasting and coordination with Top Management on staffing needs of the Council to

- guide the Council in searching, attracting, and hiring the right talent for the right job at the right time;
2. Assists in devising the recruitment plan based on the medium-term needs of the Council to identify various talent sources and candidates, who can help achieve the Division and Council's goals and objectives;
 3. Assists the HRMO in the evaluation of candidates' profiles to determine the right fit for the job by developing or adopting and administering appropriate examinations and simulations according to the position being applied for by the candidates;
 4. Sends feedback to applicants by coordinating with other divisions on their feedback or evaluation, so that the candidates will be adequately informed about the status of their application;
 5. Updates the Actual Duties and Responsibilities of Plantilla, Non-Plantilla and Outsourced Personnel as needed;
 6. Assists in handling applicants tracking database; and
 7. Assists/facilitates in the preparation/validation of Monthly CSC and Recruitment-related reports according to their deadline as follows:
 - a. CSC Reports – every 5th of the month
 - i. Appointment Transmittal and Action Form (ATAF)
 - ii. Monthly Report on Separation
 - iii. Monthly Report on Accession
 - b. Status of Quality Objectives – every first week of the Recruitment, Selection & Placement

II. Learning and Development

1. Assists the Head HRMO in the implementation of the in-house Learning & Development (L&D) plan and activities, including training by identifying resource requirements and collaborating with a pool of internal and external trainers and/or institutions for the proper delivery of training programs using various approaches and methodologies;
2. Assists in the evaluation of the effectiveness of various in-house Learning & Development interventions to determine its impact on individual performance and Council's achievement of its goals;
3. Updates and maintains database of DOST-PCHRD training program conducted and attended by DOST-PCHRD staffs;
4. Provides administrative support in the conduct of in-house Learning & Development interventions by recording attendance of employees, collating and summarizing feedback forms, and providing logistical support during trainings for its smooth implementation;
5. Prepares HR and L&D related reports according to their deadline;
6. Prepares draft memo, policies, and guidelines for L&D and HR initiatives; and
7. Assists in receiving incoming and outgoing HR related documents particularly Learning & Development, Performance Management, Rewards & Recognition documents, and other HR documents.



III. Other HR-related tasks

1. Assists in the preparation of Special Order (SO) for Officer-in-Charge, Special Disbursing Officer and other related SO of the agency;
2. Prepares and updates regularly the 201 file, service records, educational qualifications, eligibility, performance evaluation of employees, communications/memoranda, and other HR-related documents of Plantilla, Non-Plantilla, and Outsourced personnel;
3. Assists in ISO documentation;
4. Assists in facilitating DOST-PCHR and DOST-Wide activities;
5. Serves as the secretariat of Human Resource Management Promotion and Selection Board (HRMPSB); and
6. Performs other related duties assigned from time to time by the Administrative Officer V (HRMO) and/or Division Chief.

II. One (1) Administrative Assistant II (Human Resource Management Assistant)

Basic Salary: 20,534.00/ month (SG 8)
Plantilla Item No.: PCHRDB-ADAS2-18-2004

Qualification Standard

Education: Completion of two years studies in college
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Subprofessional) / First Level Eligibility
Place of Assignment: Finance and Administrative Division, PCHR Office

Preferred Qualifications/ Attributes

- Bachelor’s degree preferably in Science/Arts in Psychology, Human Resource Management or any related course;
- With relevant basic knowledge in Recruitment process, Performance Management, Rewards & Recognition, Learning & Development and Employee Relations;
- Has relevant basic training on 4 HR Systems (Recruitment, Selection & Placement, Rewards & Recognition, Performance Management, and Learning & Development);
- Has good oral and written communication skills;
- With positive interpersonal skills and positive work attitude;
- Coachable, a team player, and can work under pressure with minimum supervision, innovative and multi-tasker; and
- Computer literate and can create databases for HR files.



Duties and Responsibilities

- I. Benefits, Compensation, and Welfare Administration
 1. Assists in receiving, recording, and processing all the incoming and outgoing general communication, memoranda, reports, and other documents related to the HRM Section;
 2. Assists in monitoring and verifying Daily Time Records (DTR) and official attendance before the pay period;
 3. Assists in the preparation of report of absences and tardiness every pay period;
 4. Assists in the preparation and updating regularly the file on educational qualifications, eligibility, and performance evaluation of employees, and communications/memoranda and 201 files;
 5. Assists in updating and preparation of manpower and status reports of regular employees (warm bodies) and contractual/job order employees;
 6. Assists in the preparation of Hazard Pay and Subsistence & Laundry allowance and other payroll related tasks (PERA, Longevity Pay, Bonus, and Incentives);
 7. Assists in preparation of Service Records;
 8. Assists in preparation of Notice of Salary Adjustment; and
 9. Assists in updating the leave credits of the employees.

- II. Rewards and Recognition
 1. Assists the PRAISE committee to ensure that productivity, innovative ideas, suggestions, and exemplary behavior can be identified, considered, managed, and implemented on a continuing basis to cover employees at all levels;
 2. Assists in the development, administration, monitoring, and evaluation of the awards and incentives system;
 3. Assists in the development of its own internal procedures and strategies;
 4. Assists in the submission of the PCHRD Program on Awards and Incentives for Service Excellence guidelines and its subsequent amendments to the Civil Service Commission Field Office and Regional Office;
 5. Assists in the submission of the Annual PRAISE Report to the Civil Service Commission NCR on or before the 30th day of January to enable the employees to qualify for nomination to the CSC sponsored national awards; and
 6. Assists in the preparation of evidence requirements to be submitted to CSC Field Office and NCR for leveling up the PCHRD PRIME-HRM.

- III. Other HR-related tasks
 1. Assists in the preparation of Special Order (SO) for Officer-in-Charge, Special Disbursing Officer, and other related SO of the agency;





2. Prepares and updates regularly the 201 file, service records, educational qualifications, eligibility, performance evaluation of employees, communications/memoranda, and other HR-related documents of Plantilla, Non-Plantilla and Outsourced personnel;
3. Assists in ISO documentation;
4. Assists in facilitating DOST-PCHRD and DOST-Wide activities;
5. Serves as the secretariat of the Program on Awards and Incentives for Service Excellence (PRAISE) committee; and
6. Performs other related duties assigned from time to time by the Administrative Officer V (HRMO) and/or Division Chief.

Office of the Executive Director

III. One (1) Science Research Specialist II

Basic Salary: 41,616.00/ month (SG 16)
Plantilla Item No.: PCHRDB-SRAS2-7-1998

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
Place of Assignment: Office of the Executive Director, PCHRD Office

Preferred Qualifications/ Attributes

- Bachelor's degree in International Studies, Development Communication, Public Administration, Economics, Statistics, Political Science or any related and allied course with emphasis on social development issues, international affairs, program management, project development and research or a related field;
- Preferably with work experience related to organizational, planning, policy formulation, policy development, project development, networking and technical report writing;
- Has excellent oral and written communication skills;
- With good interpersonal skills and positive work attitude, and moral character;
- Proactive, a team player, and can work under pressure with minimum supervision; and
- Knowledgeable in computer office applications (MS Office, Suite, and other office/GSuite platforms).



Duties and Responsibilities

I.

1. Serves as a team leader in intra-office planning and other related activities;
2. Plans, organizes, coordinates and participate in the preparation and conduct of planning activities, analyze the status of the implementation of the plans and programs of all operating units of the Council; integrates the same to PCHRD QMS;
3. Develops and updates the Council's strategic plan, annual thrusts and priorities, sectoral plans, and annual work and financial plan;
4. Monitors and prepares periodic report on the progress of the implementation of the Council's plans, and agency performance commitments;
5. Monitors the implementation of the harmonized planning, monitoring, and evaluation system;
6. Recommend new policies/guidelines to improve the PCHRD planning guidelines;
7. Prepare reports, documents and materials needed for submission to top management and concerned agencies;
8. Oversee the full implementation of the Project Management System to serve as the database for report generation;
9. Assess internal and external changes that may affect the Council and its activities and recommend solutions to address those changes;
10. A member of the special committees requiring representation of planning officer;
11. Attends relevant meetings, trainings, and conferences, as assigned by the Executive Director; and
12. Perform other related planning duties and responsibilities that may be assigned from time to time by the PCHRD Executive Director.

II. As International Collaboration Coordinator

1. Plans, organizes, coordinates, and participates with the international collaborations/partners and PCHRD;
2. Prepares reports, documents, and materials needed for submission to concerned international agencies;
3. Oversee the full implementation of the international collaboration of the Council;
4. Explore new international partners/collaborations for the priority programs of the Council; and
5. Perform other related planning duties and responsibilities as the International Collaboration Coordinator that may be assigned from time to time by the PCHRD Executive Director.



DOST-PCHR 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-PCHR 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 **February 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;
4. Photocopy of certificate of eligibility/rating/license;
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:

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@pchr.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


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

Date Posted: January 20, 2025

