



NOTICE OF VACANT POSITIONS As of March 13, 2025

Research and Development Management Division

I. One (1) Project Technical Assistant IV – Functional Foods Program (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 in Food Science/Food Technology/Nutrition or other related courses;
- Has background in project management and familiar with the implementation of R&D projects;
- Knowledgeable in Computer Office Applications (MS Office, Google Suite, and other Office/Google Suite Platforms);
- Has good oral and written communication skills;
- With positive interpersonal skills and positive work attitude; and
- Coachable, a team player, can work under pressure with minimum supervision, innovative, and multi-tasker.

Duties and Responsibilities

1. Process assigned proposals in accordance to the PCHRD review mechanism compliant to the GIA guidelines, DOST protocols and instructions, and other related rules and regulations. General activities will include as follows:
 - a. Screening and reviewing of proposals in terms of alignment, duplication, and completeness.
 - b. Facilitating external reviews with identified technical/field experts.
 - c. Preparing applicable documents and materials prior, during, and after the evaluation process.
 - d. Coordinating with proponents, research team, and other stakeholders on queries and concerns relating to the project.
 - e. Providing recommendations to program lead/immediate head upon consolidation of internal and external reviews.
 - f. Presenting project and budget to Division Chief and/or Senior Staff, PNHRG GC, and DOST EXECOM for approval.
 - g. Assisting in the processing of MOA and fund releases.



2. Conduct monitoring and evaluation of assigned projects. General activities will include as follows:
 - a. Developing an M&E plan for each assigned project.
 - b. Conducting site and institutional visits as necessary. Preparing site visit reports.
 - c. Monitoring and checking of progress and deliverables/outputs based on project timeline and commitments.
 - d. Resolving conflicts and issues related to project implementation.
3. Ensure compliance to ISO procedure and manual of operations with regards to documentation, processing, project management, etc.
4. Perform other duties and functions as assigned by the Division Chief or Immediate Head.

Research Information Communication and Utilization Division

II. One (1) Project Technical Specialist II – Intellectual Property and Technology Management (Contract of Service)

Basic Salary : Php 56,696/ month (SG 17)

Plantilla Item No. : N/A

Qualification Standard

Education: Bachelor's degree relevant to the job
Experience: Two (2) years of relevant experience
Training: Eight (8) hours of relevant trainings
Eligibility: Career Service (Professional) / Second Level Eligibility (Preferably but not required)

Preferred Qualifications/ Attributes

- A graduate of university degree in Health Sciences, or other related courses;
- With prior experience in conceptualizing and implementing Intellectual Property and Technology Management projects and activities;
- Has undergone training on Intellectual Property (IP) protection, IP management, patent drafting, and other related training workshops;
- Has background in project management or previous involvements in health research projects related to intellectual property protection;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethics and positive attitude;
- Proactive, a team player, and can work under pressure with minimum supervision; and
- Knowledgeable in computer office applications (MS Office, GSuite, and other office platform).

Duties and Responsibilities

1. Monitor and update the Council's IP portfolio;
2. Conduct periodic IP audit on all PCHRD-funded and monitored programs and projects;



3. Prepare technology briefs and manage PCHRD's HearTNovation Portfolio
4. Evaluate project proposals, monitor IP protection-related projects in line with the Council's established procedures, and process proposals approved for funding;
5. Coordinate closely with project proponents/researchers regarding concerns related to proposals/projects;
6. Provide inputs/updates in the Project Management System (PMS);
7. Provide technical, administrative, and secretariat support to IPTM promotional activities, matching events, training workshops, and other events; and
8. Perform other duties assigned by the IPTM Unit Head and Division Chief.

III. One (1) Project Technical Assistant IV – ICT (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 Information Technology/Computer Science or any related courses;
- Knowledgeable in PHP, MySQL, CSS, Javascript and HTML;
- Has the ability to think logically and understand complex ideas and data;
- With good interpersonal skill, work attitude, and moral character;
- Knowledgeable in Computer Office Applications (MS Office, Google Suite, and other Office/Google Suite Platforms);
- Has good oral and written communication skills; and
- Must be coachable, a team player, can work under pressure with minimum supervision, innovative, and multi-tasker.

Duties and Responsibilities

1. Information System Development

- Write, update, and maintain computer programs or software packages to handle specific jobs;
- Write, analyze, review and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic;
- Consult with managerial and technical personnel to clarify program intent, identify problems and suggest changes; and
- Perform systems analysis and programming tasks to maintain and control the use of computer systems software.

2. Information Systems Documentation

- Compile and write documentation (e.g. manuals and how-tos) of programs developed and



- subsequent revisions, inserting comments in the coded instructions so others can understand the program; and
- Submit reports in a timely manner.

3. Information System Maintenance and Enhancement

- Define and resolve problems in running computer programs;
- Correct errors by making appropriate changes and checking the program to ensure that the desired results are produced;
- Conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct; and
- Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.

4. Other Duties

- Conduct training, seminars, and workshops for software clients;
- Provide technical and administrative assistance in implementing and coordinating the international collaboration program of the Council;
- Coordinate with team, partners, and other relevant stakeholders; and
- Perform other related functions which may be assigned from time to time.

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 **March 27, 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:



Republic of the Philippines
Department of Science and Technology
PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT



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@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: March 13, 2025

