



JUNIOR RESEARCH ASSOCIATE ⁽²⁾

13 October 2025
DEADLINE OF SUBMISSION

Research Ethics Board

Contract of Service

SG 13 ₱ 41,305.20 monthly

MINIMUM QUALIFICATIONS

EDUCATION Bachelor's degree relevant to the job;

EXPERIENCE One (1) year of relevant experience.

DUTIES AND RESPONSIBILITIES

Protocol and Document Screening for Panels 1, 2, 5a, 5b, and 5C. Documentation and Compliance review (in relation to accreditation). Quality control and reporting of internal audit findings. Perform other related functions that may be assigned by the UPMREB Chair, Coordinator, Assistant Coordinator, and respective Panel Chair and Panel Secretary.

APPLICATION DOCUMENTS

- Letter of Application;
- Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture; CS Form No. 212, Revised 2017) which can be downloaded at hrdo.upm.edu.ph;
- Fully accomplished **Work Experience Sheet (WES)** with signature;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of employment and training (if any);
- Photocopy of certificates of eligibility/rating/license (if any);
- Photocopy of Transcript of Records and Diploma.

QUALIFIED APPLICANTS should address their Letter of Application to: **MA. JANELLE D. GABION**, Administrative Officer IV, HRDO, 8th Flr. PGH Building, Taft Avenue, Manila



Scan for **Online Application Form**; Or you may also apply thru **walk in** at the HRDO Office, 8th floor, PGH Central Block Building, Taft Avenue, Manila.

ONLY COMPLETE DOCUMENTS WILL BE ENTERTAINED.