



Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SIGNED NOTICE
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NOTICE

7-6-2021

The Department of Health-Metro Manila Center for Health Development is looking for qualified applicants, to wit:

1. POSITION	ADMINISTRATIVE ASSISTANT II
NUMBER OF SLOT/S	1
MONTHLY SALARY	PHP 18,251.00 plus 20% Premium: PHP 3,650.20
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE (JOB ORDER)
CONTRACT PERIOD	JULY TO DECEMBER 2021
PLACE OF ASSIGNMENT	REGULATIONS, LICENSING, AND ENFORCEMENT DIVISION

QUALIFICATION STANDARDS

EDUCATION:	Completion of at least 2 years in college
EXPERIENCE:	With clerical experience Knowledgeable in MS Office applications

DEADLINE OF SUBMISSION: ON OR BEFORE JULY 8, 2021.
INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED

Interested qualified applicants may address their (scanned) letter of intent with accomplished personal data sheet and school credentials (diploma, transcript of records) to:

GLORIA J. BALBOA, MD, MPH, MHA, CEO VI, CESO III
Director IV

And submit to: chd_mm@yahoo.com
dohncropersonnel@yahoo.com

Prepared by:

GIRLIE D. LOPEZ
Administrative Officer V

Approved by:


GLORIA J. BALBOA, MD, MPH, MHA, CEO VI, CESO III
Director IV