



Republic of the Philippines
Department of Health
METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SIGNED NOTICE
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NOTICE

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

1. POSITION	(1) Administrative Assistant III
SALARY GRADE	9
MONTHLY SALARY	19,593.00
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE (JOB ORDER)
OTHER BENEFIT	20% Premium based on the basic salary
PLACE OF ASSIGNMENT	Office of Regional Director

QUALIFICATION STANDARDS

EDUCATION	with at least 2 years in college
EXPERIENCE	1 year of relevant experience Computer literate willing to work beyond office hours (including weekends and holidays) willing to perform both administrative and menial tasks

DEADLINE OF SUBMISSION: MARCH 26, 2021

Interested qualified applicants can submit their duly-accomplished updated Personal Data Sheet with application/cover letter and other credentials (transcript of records, latest clearance from previous employer/s, etc.) to:

GLORIA J. BALBOA, MD, MPH, MHA, CEO VI, CESO III
Director IV
Metro Manila Center for Health Development
Welfareville Compound, Brgy. Addition Hills,
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