

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

Name of Position: ADMINISTRATIVE ASSISTANT III

Number of Position: ONE (1)

Nature of Engagement: CONTRACT OF SERVICE (JOB ORDER)

Basic Salary: P19, 593.00 (equivalent to Salary Grade 9)

Other Benefit: 20% Premium based on the basic salary

Place of Assignment: Office of Regional Director

Qualifications: -with at least 2 years in college and 1 year of relevant experience, computer literate,
-willing to work beyond office hours
-willing to perform both administrative and menial tasks

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,

Mandaluyong City

Or send via email to: chd_mm@yahoo.com