



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

SIGNED NOTICE
RECEIVED AT THE KMITS ON

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NOTICE

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

I. POSITION	ADMINISTRATIVE ASSISTANT II
NUMBER OF SLOT/S	1
MONTHLY SALARY	SG 8 - PHP 18,998.00 plus 20% Premium: PHP 3,799.60
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE (JOB ORDER)
CONTRACT PERIOD	FEBRUARY TO JUNE 2022
PLACE OF ASSIGNMENT	MANAGEMENT SUPPORT SERVICES DIVISION – CASHIER SECTION

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree in Administrative & Finance related course
EXPERIENCE:	At least 1-year experience in Administrative & Finance setting
OTHER REQUIREMENT/S	Knowledgeable in Microsoft Applications

DEADLINE OF SUBMISSION: ON OR BEFORE FEBRUARY 23, 2022. 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