



Republic of the Philippines  
Department of Health

**METRO MANILA CENTER FOR HEALTH DEVELOPMENT**

SIGNED NOTICE  
RECEIVED AT THE KMITS ON

03-24-22

**NOTICE**

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

1. POSITION	<b>ADMINISTRATIVE ASSISTANT III</b>
NUMBER OF SLOT/S	<b>ONE (1)</b>
MONTHLY SALARY	<b>SG 9 - PHP 20,402.00 plus 20% Premium: PHP 4,080.40</b>
NATURE OF ENGAGEMENT	<b>CONTRACT OF SERVICE (JOB ORDER)</b>
CONTRACT PERIOD	<b>APRIL TO JUNE 2022</b>
PLACE OF ASSIGNMENT	<b>MANAGEMENT SUPPORT SERVICES DIVISION - PERSONNEL SECTION</b>

**QUALIFICATION STANDARDS**

EDUCATION:	Bachelor's Degree relevant to the job
EXPERIENCE:	Knowledgeable in Compensation and Benefits Human Resource Management and Payroll Processing
OTHER REQUIREMENT/S:	Proficient in data entry applications such as Google Sheet Good oral and written communication Willing to work beyond office hours and on weekends/holidays

**DEADLINE OF SUBMISSION: ON OR BEFORE MARCH 31, 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: 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