



POSITION TITLE:

ADMINISTRATIVE ASSISTANT III

JOB DESCRIPTION AND RESPONSIBILITIES:

1. Renders administrative support in meetings, trainings, seminars and other related tasks to Non-Communicable Disease and Control Cluster.
2. Receives and releases/ records in coming and outgoing documents.
3. Prepares worksheets/PR/RIS Disbursement Voucher/OBR.
4. Prepares and monitor the monthly budget utilization reports.
5. Prepares correspondence / reports.
6. Coordinates activities with partners and other stakeholders.
7. perform other task assigned by the immediate supervisors.



Republic of the Philippines
DEPARTMENT OF HEALTH
Metro Manila Center for Health Development



SIGNED **Notice**
RECEIVED AT RMHS ON
JUL 15 2025
BAGONG PILIPINAS

NOTICE

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

POSITION	ADMINISTRATIVE ASSISTANT III
NUMBER OF SLOT/S	1
SALARY GRADE	SG 9
MONTHLY SALARY	PHP 23,226.00 PLUS 20% PREMIUM PHP 4,645.20
NATURE OF APPOINTMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY TO DECEMBER 2025
PLACE OF ASSIGNMENT	LOCAL HEALTH SUPPORT DIVISION – NON-COMMUNICABLE DISEASES PREVENTION AND CONTROL CLUSTER

QUALIFICATION STANDARDS

EDUCATION:	Completion of 2 years of college (prior to 2018), or High School Graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under the Technical-Vocational-Livelihood (TVL) Track, or Completion of Grade10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
EXPERIENCE:	One (1) year of relevant experience
TRAINING:	Four (4) hours of relevant training
ELIGIBILITY:	Relevant MC 11 s. 1996 Career Service (Subprofessional/ First Level Eligibility)

DEADLINE FOR SUBMISSION: ON OR BEFORE JULY 16, 2025. INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED.

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below:

1. Application Letter/Letter of Intent (please indicate the position and place of assignment);
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
3. Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
4. Performance rating in the last rating period prior to the date of assessment or screening, which should be at least Very Satisfactory shall be required, (if applicable);
5. Photocopy of certificate of eligibility/rating/license; and
6. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LESTER M. TAN, MD, MPH, MSc

Director IV

Blk 6, Brgy. Road, Welfareville Compound, Barangay Addition Hills, Mandaluyong City 1550

mmchd.hrmu@ncro.doh.gov.ph

The Department of Health adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.