



POSITION TITLE:

ADMINISTRATIVE ASSISTANT III

JOB DESCRIPTION AND RESPONSIBILITIES:

1. Answers routine communication/correspondence.
2. Prepares clerical reports.
3. Prepares/drafts office communications, reports, and correspondence as directed by the Division Head.
4. Arranges travel documents and reimbursement of expenses for the Division Head.
5. Handles appointments, maintain schedule and tracks public functions of the Division Head.
6. Takes dictation and transcribes shorthand notes during meetings and related activities.
7. Handles telephone calls, fax messages, and official emails and routes messages/documents to appropriate/authorized personnel.
8. Maintains records of incoming and outgoing communications, confidential files and documents.
9. Assists guests and attends to their concern.
10. Performs other related functions as may be assigned.



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



BAGONG PILIPINAS

NOTICE

SIGNED **NOTICE**

RECEIVED AT KMITSON

JUL 15 2025

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	REGULATION, LICENSING AND ENFORCEMENT DIVISION

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 Grade 10/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 20, 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;
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, Brgy 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.