



Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

NOTICE

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

I. POSITION	HUMAN RESOURCE MANAGEMENT ASSISTANT
NUMBER OF SLOT/S	One (1)
MONTHLY SALARY	SG 10 (PHP 21,205.00 plus 20% Premium: PHP 4,241.00)
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE (JOB ORDER)
CONTRACT PERIOD	OCTOBER TO DECEMBER 2021
PLACE OF ASSIGNMENT	MANAGEMENT SUPPORT SERVICES DIVISION - PERSONNEL SECTION

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree relevant to the job
EXPERIENCE:	Knowledgeable in Recruitment and Human Resource Management (Hiring Process, Contract & Appointment Preparation, Test Administration, HR Online Government Inventory)
OTHER REQUIREMENTS:	Proficient in data entry applications such as Google Sheet Good oral and written communication Willing to work beyond office hours and on weekends

DEADLINE OF SUBMISSION: ON OR BEFORE SEPTEMBER 16, 2021. 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
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The Department of Health-Metro Manila Center for Health Development is looking for qualified applicants, to wit:

1. POSITION	ADMINISTRATIVE ASSISTANT III
NUMBER OF SLOT/S	One (1)
MONTHLY SALARY	SG 9 (PHP 18,251 plus 20% Premium: PHP 3,650.20)
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE (JOB ORDER)
CONTRACT PERIOD	OCTOBER TO DECEMBER 2021
PLACE OF ASSIGNMENT	MANAGEMENT SUPPORT SERVICES DIVISION – PERSONNEL SECTION

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree relevant to the job
EXPERIENCE:	knowledgeable in payroll preparation and other HR Benefits Management With basic knowledge on taxation, PhilHealth deduction
OTHER REQUIREMENTS:	Proficient in Microsoft Office applications Good oral and written communication Willing to work beyond office hours and on weekends

DEADLINE OF SUBMISSION: ON OR BEFORE SEPTEMBER 16, 2021.
INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED

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