



POSITION TITLE:

HEALTH PROGRAM OFFICER II

JOB DESCRIPTION AND RESPONSIBILITIES:

Donor Recruitment Officer

Position Purpose: To assist the promotion of the Blood Service Program through dissemination, education, and principally through the conduct of Monitoring, Assisting and facilitating the needs of blood service facilities in NCR. (Including training on Donor Recruitment and Retention)

Task include but are limited to:

1. Promote Voluntary donation through information dissemination, advocacy and education
2. Conduct Training on Donor education, recruitment and retention care.
3. Conduct Phlebotomy Training
4. Ensure continuing blood supply in the National Center by Scheduling Mobile Blood Donation and enhancing the facility collection.
5. Organized public appeal (PEP Talk) and conduct training of trainers on DRO
6. Assist in networking of Blood Center with other Organizations.
7. Conduct Monitoring and evaluation to all Blood Service Facilities in NCR
8. To collate and analyzed Quarterly and Annual Report to all BSF in NCR
9. Facilitate Blood Request to Lead BSF and Blood Service Facilities



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



NOTICE

SIGNED **NOTICE**
RECEIVED AT KMITS ON
JUL 18 2025

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

POSITION	Health Program Officer II
NUMBER OF SLOT/S	1
SALARY GRADE	SG 15
MONTHLY SALARY	PHP 40,208.00 PLUS 20% PREMIUM PHP 8,041.60
NATURE OF APPOINTMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY TO DECEMBER 2025
PLACE OF ASSIGNMENT	ASSISTANT REGIONAL DIRECTOR OFFICE – HEALTH FACILITY DEVELOPMENT AND ENHANCEMENT UNIT

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree
EXPERIENCE:	One (1) year of relevant experience
TRAINING:	Four (4) hours of relevant training
ELIGIBILITY:	Career Service (Professional) Second Level Eligibility

DEADLINE FOR SUBMISSION: ON OR BEFORE JULY 24, 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, 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.