



POSITION TITLE:

LICENSING OFFICER II

JOB DESCRIPTION AND RESPONSIBILITIES:

1. Conducts periodic inspection, monitoring and surveillance of hospitals and other health facilities.
2. Examines documents for completeness of requirements, to be submitted for registration/licensure of hospitals and other health facilities.
3. Receives and evaluates application for Permit to Construct (PTC) of all DOH regulated health facilities.
4. Process application for resignation of health facilities and generates the license to operate/accreditation certificates.
5. Assists in the planning of schedules and conduct of ocular visits to hospitals and other health facilities.
6. Provides technical assistance to stakeholders regarding mandates, updates, or amendments on implementing rules and regulations.
7. Participates as member/ resource person in the investigation of health facilities with complaints.
8. Prepares and keeps records/files of various health facilities.
9. prepares and generates performance reports for the division.
10. Responds to queries and communication related to licensing through verbal or written form.
11. Performs other related function as may be assigned.



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



SIGNED NOTICE
RECEIVED AT KMITS ON
JUL 15 2025

NOTICE

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

POSITION	LICENSING 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	REGULATION, LICENSING AND ENFORCEMENT DIVISION

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 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.