



Republic of the Philippines
Department of Health
METRO MANILA CENTER FOR HEALTH DEVELOPMENT

NOTICE

Please be informed that the Metro Manila Center for Health Development is still accepting application for the following vacant position as per attached Publication, to wit:

POSITION	ADMINISTRATIVE ASSISTANT II
NO. OF VACANT POSITION/S	One (1)
SALARY GRADE	8
MONTHLY SALARY	18,251.00
ITEM #	OSEC-DOHB-ADAS2-30082-2004

QUALIFICATION STANDARDS

EDUCATION	Completion of two-year studies in College or High School Graduate with relevant vocational/Trade course
EXPERIENCE	1 year of relevant experience
TRAINING	4 hours of relevant training
ELIGIBILITY	Career Service (Sub-Professional) First Level Eligibility

DEADLINE OF SUBMISSION: NOVEMBER 11, 2021

Prepared by:

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Personnel Section

Approved by:


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