



**POSITION TITLE:**

**NURSE I**

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**JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Assist in the conduct of Certification and Accreditation function of the region.
2. Assist in providing support and strengthening health program implementation.
3. Coordinate with partners/stakeholders involved in the implementation of the programs.
4. Participates in the planning/development of division health plans and executing operating procedures of the division.
5. Assist in the review of the relevant documents and reports such as technical reports for on going programs/projects, memoranda and other communications documents.
6. Assist in the division capacity building activities related to health programs.
7. Prepares accomplishment reports for programs/projects and certification/accreditation activities.
8. Perform other related functions as may be assigned by the division chief.



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	<b>NURSE I</b>
NUMBER OF SLOT/S	<b>1</b>
SALARY GRADE	<b>SG 15</b>
MONTHLY SALARY	<b>PHP 40,208.00 PLUS 20% PREMIUM PHP 8,041.60</b>
NATURE OF APPOINTMENT	<b>CONTRACT OF SERVICE</b>
CONTRACT PERIOD	<b>JULY TO DECEMBER 2025</b>
PLACE OF ASSIGNMENT	<b>LOCAL HEALTH SUPPORT DIVISION – FACILITY ACCREDITATION AND CERTIFICATION UNIT</b>

### **QUALIFICATION STANDARDS**

EDUCATION:	Bachelor of Science in Nursing
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	RA 1080 Registered Nurse

### **DEADLINE FOR SUBMISSION: ON OR BEFORE JULY 17, 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](http://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](mailto: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.*