



Republic of the Philippines  
Department of Health

**METRO MANILA CENTER FOR HEALTH DEVELOPMENT**

SIGNED NOTICE  
RECEIVED AT THE KMITS ON

**NOTICE**

7-6-2021

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

I. POSITION	<b>ADMINISTRATIVE ASSISTANT II</b>
NUMBER OF SLOT/S	<b>1</b>
MONTHLY SALARY	<b>PHP 18,251 plus 20% Premium: PHP 3,650.20</b>
NATURE OF ENGAGEMENT	<b>CONTRACT OF SERVICE (JOB ORDER)</b>
CONTRACT PERIOD	<b>JULY TO DECEMBER 2021</b>
PLACE OF ASSIGNMENT	<b>INTERNAL CONTROL UNIT-OFFICE OF THE DIRECTOR IV</b>

**QUALIFICATION STANDARDS**

EDUCATION: Bachelor's Degree relevant to the job  
EXPERIENCE: 1 year relative experience in finance and auditing  
OTHER REQUIREMENTS: Computer literate and good in written communication

**DEADLINE OF SUBMISSION: ON OR BEFORE JULY 8, 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](mailto:chd_mm@yahoo.com)  
[dohncropersonnel@yahoo.com](mailto:dohncropersonnel@yahoo.com)

Prepared by:

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Approved by:

  
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Director IV