



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

SIGNED NOTICE
RECEIVED AT THE KMITS ON

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NOTICE

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

1. POSITION	ADMINISTRATIVE ASSISTANT II
NUMBER OF SLOT/S	1
MONTHLY SALARY	SG 8 - PHP 18,998.00 plus 20% Premium: PHP 3,799.60
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE (JOB ORDER)
CONTRACT PERIOD	JANUARY TO JUNE 2022
PLACE OF ASSIGNMENT	LOCAL HEALTH SUPPORT DIVISION – INFECTIOUS DISEASES PREVENTION AND AND CONTROL CLUSTER

QUALIFICATION STANDARDS

EDUCATION: Bachelor's Degree relevant to the job
EXPERIENCE: Knowledgeable in Microsoft Office Applications

DEADLINE OF SUBMISSION: ON OR BEFORE JANUARY 11, 2022.
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
dohncropersonnel@yahoo.com

Prepared by:


GIRLIE D. LOPEZ
Administrative Officer V

Approved by:


GLORIA J. BALBOA, MD, MPH, MHA, CEO VI, CESO III
Director IV