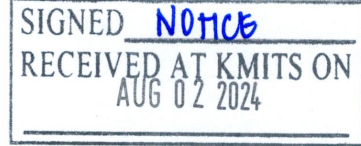


Republic of the Philippines
DEPARTMENT OF HEALTH
Metro Manila Center for Health Development



BAGONG PILIPINAS



NOTICE

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

POSITION	ADMINISTRATIVE ASSISTANT II
NUMBER OF SLOT/S	1
MONTHLY SALARY	SG 8 PHP 19,744.00 plus 20% Premium PHP 3,948.8
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY - DECEMBER 2024
PLACE OF ASSIGNMENT	OFFICE OF THE ASSISTANT REGIONAL DIRECTOR - REGIONAL EPIDEMIOLOGY AND SURVEILLANCE UNIT

QUALIFICATION STANDARDS

EDUCATION:	Completion of 2 years studies in college
EXPERIENCE:	At least 1 year relevant experience
OTHER REQUIREMENTS:	Knowledgeable in Microsoft Office Applications Good oral and written communication skills

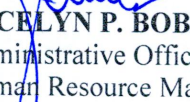
DEADLINE FOR SUBMISSION: ON OR BEFORE AUGUST 06, 2024. INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED

Interested qualified applicants may address their (scanned) **letter of intent with accomplished Personal Data Sheet and school credentials (diploma, transcript of records)** to:

RIO L. MAGPANTAY, MD, PHSAE, CESO III
Director IV

And submit to: mmchd.hrmu@ncro.doh.gov.ph

Prepared by:


JOCELYN P. BOBADILLA
Administrative Officer V
Human Resource Management Unit

Approved by:


RIO L. MAGPANTAY, MD, PHSAE, CESO III
Director IV

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.