



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



NOTICE

SIGNED NOTICE
RECEIVED AT KMITS ON
AUG 02 2024

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

| | |
|----------------------|---|
| POSITION | ADMINISTRATIVE ASSISTANT III |
| NUMBER OF SLOT/S | 1 |
| MONTHLY SALARY | SG 9 PHP 21,211.00 plus 20% Premium PHP 4,242.20 |
| NATURE OF ENGAGEMENT | CONTRACT OF SERVICE |
| CONTRACT PERIOD | AUGUST- DECEMBER 2024 |
| PLACE OF ASSIGNMENT | REGULATION, LICENSING AND ENFORCEMENT DIVISION |

QUALIFICATION STANDARDS

EDUCATION: Bachelor's degree relevant to the job
EXPERIENCE: At least six (6) mos. Experience in office/work setting
OTHER REQUIREMENTS: Knowledgeable in Microsoft Office Applications

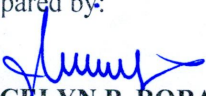
DEADLINE FOR SUBMISSION: ON OR BEFORE AUGUST 06, 2024. INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED

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.