



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	<b>ADMINISTRATIVE ASSISTANT II</b>
NUMBER OF SLOT/S	<b>1</b>
MONTHLY SALARY	<b>PHP 18,998 plus 20% Premium: PHP 3,799.60</b>
NATURE OF ENGAGEMENT	<b>CONTRACT OF SERVICE (JOB ORDER)</b>
CONTRACT PERIOD	<b>OCTOBER TO DECEMBER 2022</b>
PLACE OF ASSIGNMENT	<b>OFFICE OF THE DIRECTOR IV – INTERNAL CONTROL UNIT</b>

#### QUALIFICATION STANDARDS

EDUCATION:	Bachelor's degree relevant to the job
EXPERIENCE:	With experience on receiving financial documents
OTHER REQUIREMENTS:	Good in written and oral communication Knowledgeable in Microsoft Office applications

#### DEADLINE OF SUBMISSION: ON OR BEFORE SEPTEMBER 29, 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: dohncropersonnel@gmail.com

Prepared by:

  
**GIRLIE D. LOPEZ**  
Administrative Officer V

Approved by:

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

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