



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	2
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	MARCH TO JUNE 2022
PLACE OF ASSIGNMENT	MANAGEMENT SUPPORT SERVICES DIVISION - PUBLIC ASSISTANCE AND INFORMATION UNIT

QUALIFICATION STANDARDS

EDUCATION:	At least 2 years in College
EXPERIENCE:	At least 1 year experience relevant to the job
OTHER REQUIREMENTS:	Proficient in Microsoft Applications

DEADLINE OF SUBMISSION: ON OR BEFORE MARCH 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: 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

