



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

SIGNED NOTICE
RECEIVED AT THE KMITS ON
3-31-2022

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	APRIL TO JUNE 2022
PLACE OF ASSIGNMENT	LEGAL AFFAIRS UNIT

QUALIFICATION STANDARDS

EDUCATION:	Must be a graduate of B.S. in Legal Management or A.B. Paralegal Studies or B.S. in Political Science
EXPERIENCE:	Knowledgeable in drafting of reports and technical documents
OTHER REQUIREMENTS:	Career Service Professional / Second Level Eligibility

DEADLINE OF SUBMISSION: ON OR BEFORE APRIL 6, 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