



Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SIGNED NOTICE
RECEIVED AT THE KMITS ON
4-12-2022

NOTICE

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

1. POSITION	ADMINISTRATIVE ASSISTANT III
NUMBER OF SLOT/S	ONE (1)
MONTHLY SALARY	SG 9 - PHP 20,402.00 plus 20% Premium: PHP 4,080.40
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE (JOB ORDER)
CONTRACT PERIOD	APRIL TO JUNE 2022
PLACE OF ASSIGNMENT	OFFICE OF THE DIRECTOR III – REGIONAL EPIDEMIOLOGY AND SURVEILLANCE UNIT

QUALIFICATION STANDARDS

EDUCATION:	At least 2 years in college
EXPERIENCE:	None required
OTHER REQUIREMENTS:	Knowledgeable in Microsoft Office applications Good in written and oral communications

DEADLINE OF SUBMISSION: ON OR BEFORE APRIL 14, 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