



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



SIGNED NOTICE  
RECEIVED AT KMITS ON  
AUG 04 2025

## **NOTICE**

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

POSITION	<b>ADMINISTRATIVE AIDE IV (DRIVER)</b>
NUMBER OF SLOT/S	<b>1</b>
SALARY GRADE	<b>SG 4</b>
MONTHLY SALARY	<b>PHP 16,833.00 PLUS 20% PREMIUM PHP 3,366.60</b>
NATURE OF APPOINTMENT	<b>CONTRACT OF SERVICE</b>
CONTRACT PERIOD	<b>AUGUST TO DECEMBER 2025</b>
PLACE OF ASSIGNMENT	<b>MANAGEMENT SUPPORT DIVISION – TRANSPORT MANAGEMENT AND GENERAL SERVICES SECTION</b>

### **QUALIFICATION STANDARDS**

EDUCATION:	Elementary school graduate
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	Driver's License (MC 11, s. 96-Cat. III)

**DEADLINE FOR SUBMISSION: ON OR BEFORE AUGUST 8, 2025. INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED.**

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below:

1. Application Letter/Letter of Intent (please indicate the position and place of assignment);
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025);
3. Work Experience Sheet (WES) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
4. Performance rating in the last rating period prior to the date of assessment or screening, which should be at least Very Satisfactory shall be required, (if applicable);
5. Photocopy of certificate of eligibility/rating/license; and
6. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**LESTER M. TAN, MD, MPH, MSc**

Director IV

Blk 6, Brgy. Road, Welfareville Compound, Brgy Addition Hills, Mandaluyong City 1550

[mmchd.hrmu@ncro.doh.gov.ph](mailto:mmchd.hrmu@ncro.doh.gov.ph)

*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.*